



**USAID**  
FROM THE AMERICAN PEOPLE

## Request for Personal Service Contractor

**United States Agency for International Development  
Bureau for Democracy, Conflict and Humanitarian Assistance  
Office of Food for Peace (FFP)**

Position Title: Monitoring and Evaluation Specialist  
Duty Office: DCHA/FFP  
Solicitation Number: SOL-FFP-17-000001  
Salary Level: GS-12 Equivalent (\$79,720 - \$103,639)  
GS-13 Equivalent (\$94,796 - \$123,234)  
(Incorporates a locality payment for Washington, D.C.)  
Issuance Date: January 31, 2017  
Closing Date: February 17, 2017  
Closing Time: 1600hrs (Eastern Time)

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Office of Food for Peace (FFP), is seeking applications from qualified U.S. citizens to provide personal services as a Monitoring and Evaluation Specialist (M&E Specialist) under a United States Personal Services Contract (USPSC), as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

**1. Complete resume.** In order to fully evaluate your application, your resume 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) Names and contact information (phone/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.
3. USPSC Application form AID 302-3. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.

All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. Registration information is available at [www.sam.gov](http://www.sam.gov) and further guidance will be provided to the selectee regarding DUNS and SAM registration.

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. FFP reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Your complete resume and the supplemental document addressing the QRFs must be emailed to:

E-Mail Address: [FFPPSC@usaid.gov](mailto:FFPPSC@usaid.gov).

Any questions on this solicitation may be directed to FFP PSC Team via the information provided above.

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 application.

Sincerely,

Renee Newton  
Contracting Officer

1. **SOLICITATION NO.:** SOL-FFP-17-000001
2. **ISSUANCE DATE:** January 31, 2017
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** February 17, 2017, 1600hrs (Eastern Time)
4. **POSITION TITLE:** Monitoring and Evaluation (M&E) Specialist
5. **MARKET VALUE:** This position has been designated as a “tandem/ladder” position that, depending on the qualifications of the candidate, can be filled at the GS-12 (\$79,720 - \$103,639) or GS-13 Equivalent (\$94,796 - \$123,234) equivalent level, including Washington, DC locality pay. Final compensation will be based upon the candidate's past salary, work history, and educational background. Applicants must indicate in their application which level(s) they want to be considered for in their initial two-year base contract. USAID/FFP reserves the right to place the applicant at the Grade level for which he/she is found qualified during the application process. Salaries over and above the top of the pay range will not be entertained or negotiated.
6. **PERIOD OF PERFORMANCE:** A base period of two years base with the option to renew for up to three additional years based on obtaining at least a “fully successful” level of performance in the annual evaluation. Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
7. **ADVANCEMENT:** If hired at the GS 12 equivalent position, the incumbent will advance to the GS-13 M&E Specialist level after s/he fulfils the following criteria:
  - a) Completion of one year in GS 12 equivalent level position with the minimum qualifications of the higher grade.
  - b) Receive an “Excellent” performance rating in the annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.
8. **PLACE OF PERFORMANCE:** Washington, DC with possible overseas and domestic travel.
9. **SECURITY LEVEL REQUIRED:** Secret level security clearance
10. **AREAS OF CONSIDERATION:** U.S. Citizen

## 11. STATEMENT OF DUTIES

### BACKGROUND

The Office of Food for Peace (FFP) in the U.S. Agency for International Development's Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides nearly \$2 billion of food assistance, including approximately 1.5 million tons of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented the provision of Title II in-kind food aid with a \$300 million Emergency Food Security Program (EFSP), which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market-based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food aid programs that aim to address the underlying causes of food security. Taken together, the in-kind food aid and cash-based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state of the art early warning systems, a changing in-kind food aid basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

FFP works closely with many other parts of USAID, especially the Bureau for Food Security (BFS), which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance (OFDA), which leads on disaster response around the world. FFP employs a staff of more than 100 in Washington and has officers posted overseas.

More Information on FFP is available at:

<https://www.usaid.gov/who-we-are/organization/bureaus/bureau-democracy-conflict-and-humanitarian-assistance/office-food>

### INTRODUCTION

As a member of the M&E team, the successful candidate will be responsible to provide M&E technical support to a geographic region. The primary purpose of the technical support is to enhance and strengthen FFP and its awardees technical capacity to monitor and evaluate the performance of development and emergency food security programs, working closely with Private Voluntary Organizations (PVOs) and Public International Organizations (PIOs). The Monitoring and Evaluation (M&E) Specialist must support the effective management of FFP resources by providing technical assistance and training to ensure effective development and implementation of monitoring systems for food security programs. The PSC will take direction from the FFP M&E Team Lead and be assigned to the Monitoring and Evaluation Team of the Technical, Learning and Planning Division.

## DUTIES AND RESPONSIBILITIES

The work of the M&E Specialist requires teamwork and personal responsibility. The incumbent must have demonstrated initiative and ability to manage competing work priorities and work independently when required. The incumbent must be able to coordinate with a range of technical experts, management and program staff, and liaise with other agency members.

Under the direct supervision of the Team Leader or his/her designee, the M&E Specialist must perform the following duties:

### *At the GS-12 level:*

- Provide technical assistance to design and implement monitoring systems; review M&E plans and provide constructive feedback for improvements; assist FFP and Mission staff to review monitoring and evaluation portion of the planning and reporting documents, and project proposals;
- Participate and co-facilitate M&E workshops for the new awardees in countries; provide technical assistance to further refine theories of change, logic model, and indicators; review M&E documents, and survey and evaluation Scope of Work's (SOWs);
- Participate in the baseline and final evaluation survey design, workshop, in country training, and monitor contractor's field work; review instruments, manuals, data tables, and draft reports;
- Assess technical capacity of the implementing partners' M&E staff and FFP staff and arrange/provide appropriate training for them;
- Update guidance and regulations for monitoring, evaluation, and reporting of FFP-funded programs, in coordination with the FFP M&E team members based in the region as well as in Washington, DC;
- Review development and emergency projects' quarterly and annual reports and associated processes, identify challenges and lessons learned, and share them within and across FFP;
- Further analyze baseline and end-line survey and annual monitoring data to improve FFP's knowledge and understanding about the pathways to achieve food and nutritional security outcomes, contribute to FFP learning agenda and reporting needs, tracking FFP strategic results framework; and using innovative approaches/ strategies to improve data utilization for decision making;
- Periodically participate in evaluations, technical review and/ or assessments;
- Coordinate with the other members of the M&E team, markets team, learning team; geo regional teams, training team, communication team, FFP technical team, the Technical and

Operations Performance Support (TOPS) program, the Food and Nutrition Technical Assistance III Project (FANTA III), the Humanitarian Assistance Support Contract (HASC), and Evelyn staff for technical support, training, data utilization, knowledge capture and knowledge sharing;

- Advise FFP Officers in USAID Missions on M&E-related policies, procedures, and guidance to improve effectiveness of FFP programming;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of FFP programs. These placements shall not exceed three months.

*At the GS-13 level:*

- Provide technical assistance to design and implement monitoring systems; review M&E plans and provide constructive feedback for improvements; assist FFP and Mission staff to review monitoring and evaluation portion of the planning and reporting documents, and project proposals;
- Participate and co-facilitate M&E workshops for the new awardees in countries; provide technical assistance to further refine theories of change, logic model, and indicators; review M&E documents, and survey and evaluation Scope of Work (SoWs);
- Participate in the baseline and final evaluation survey design, workshop, in country training, and monitor contractor's field work; review instruments, manuals, data tables, and draft reports;
- Assess technical capacity of the implementing partners' M&E staff and FFP staff and arrange/provide appropriate training for them;
- Update guidance and regulations for monitoring, evaluation, and reporting of FFP-funded programs, in coordination with the FFP M&E team members based in the region as well as in Washington DC;
- Review development and emergency projects' quarterly and annual reports and associated processes, identify challenges and lessons learned, and share them within and across FFP;
- Further analyze baseline and end-line survey and annual monitoring data to improve FFP's knowledge and understanding about the pathways to achieve food and nutritional security outcomes, contribute to FFP learning agenda and reporting needs, tracking FFP strategic results framework; and use innovative approaches/ strategies to improve data utilization for decision making;
- Periodically participate in evaluations, technical review and/ or assessments;

- Develop checklists and other tools for FFP Officers in the field to improve objectivity in field visits;
- Improve and standardize FFP development and emergency project quarterly and annual reporting and associated processes, in consultation with implementing partners, field staff, contractors, and consultants;
- Liaise with key USAID partners, including Global Health, and the Bureau of Food Security, on food and nutrition security-related indicators, ensuring complementarity between FFP and BFS indicators and that FFP results are captured in the Feed the Future (FTF) monitoring system to the extent possible;
- Coordinate with the other members of the M&E team, markets team, learning team; geo regional teams, training team, communication team, FFP technical team, the Technical and Operations Performance Support (TOPS) program, the Food and Nutrition Technical Assistance III Project (FANTA III), the Humanitarian Assistance Support Contract (HASC), and Evelyn staff for technical support, training, data utilization, knowledge capture and knowledge sharing;
- Advise FFP Officers in USAID Missions on M&E- related policies, procedures, and guidance to improve effectiveness of FFP programming;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of FFP programs. These placements shall not exceed three months.

### **Additional Duties and Responsibilities**

At the GS-12/13 levels, the incumbent provides technical assistance to design and implement monitoring systems in FFP. The incumbent serves as the primary point of contact for reviewing M&E plans and provide constructive feedback for improvements while also assisting Mission staff to review monitoring and evaluation planning & reporting documents. The incumbent uses initiative and resourcefulness in deviating from traditional practices to develop new methods, criteria or proposed new policies.

Pertinent sources of information consist of the FFP authorizing and appropriating and legislative initiatives, FFP-issued guidelines and information bulletins, and USAID Agency and Bureau rules and regulations, which govern the use of U.S. food assistance programs. The incumbent must exercise judgment in determining the application of current legislative provisions and executive policies to assigned responsibilities.

## **12. SUPERVISORY CONTROLS**

At the GS-12/13 levels, the incumbent will be a member of the Monitoring and Evaluation (M&E) team and takes direction from the FFP M&E Team Leader. The supervisor sets the overall objectives, but the employee is responsible for planning and carrying out assignments. The incumbent develops deadlines for activities and others specialized tasks and is responsible for planning and carrying out assignments, resolving most conflicts that arise, and coordinating the work with others as necessary. The supervisor reviews completed work from an overall standpoint of feasibility, compatibility with other work, or effectiveness in meeting requirements.

The incumbent has greater latitude to carry out assignments, while still consulting with the M&E Team Leader on policy interpretations. The incumbent keeps his/her supervisor informed of progress in the achievement of objectives and advised of potentially controversial matters. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives. The incumbent will not supervise personnel but is expected to mentor new staff on the M&E Team.

## **13. COMPLEXITY**

At the GS-12 level, duties vary, requiring many different and unrelated processes and methods. Decisions and actions related to monitoring, evaluation, and learning should be taken depending on approach and methodology, assessments of unusual circumstances and incomplete or conflicting data, requiring numerous decisions on interpretation of considerable data, planning of work, or refinement of techniques or methods to be used. Selection of methodology and results of analysis are subject to review by the supervisor.

At the GS-13 level, duties vary, requiring many different and unrelated processes and methods applied to a broad range of activities and substantial depth of analysis. Decisions and actions related to monitoring, evaluation, and learning should be taken depending on approach, methodology, or interpretation and evaluation processes, originating new techniques, establishing criteria or developing new information. The incumbent must have demonstrated initiative and ability to manage competing work priorities and work independently when required.

## **14. SCOPE AND EFFECT**

At the GS-12 level, work typically includes planning, organizing, directing, designing, and coordinating projects, requiring creativity and support from others. The incumbent will work to further analyze baseline and end-line survey and annual monitoring data to improve FFP's knowledge and understanding about the pathways to achieve food and nutritional security outcomes. The incumbent will update guidance and regulations for monitoring, evaluation, and reporting of FFP-funded programs, in coordination with M&E team members based in the region as well as in Washington, DC.

At the GS-13 level, the incumbent will review evaluation scopes of work, draft reports, indicators, and monitoring and evaluation plans. The successful candidate will be establishing

criteria, formulating projects, assessing program effectiveness, or analyzing a variety of unusual conditions, problems or questions, the results of which affect a wide range of agency activities or the operation of other USG agencies.

## **15. PURPOSE OF CONTACTS**

At the GS-12/13 level, the M&E Specialist's contacts are with individuals and groups outside of USAID in a moderately unstructured setting. S/he will be in contact with M&E staff of private voluntary organizations (PVOs) and public international organizations (PIOs).

The purpose of contact will be to influence and motivate persons or groups by persuasion or negotiation. The incumbent is responsible for providing technical advice to FFP staff, Missions, field staff and to PVO and PIO staff receiving FFP funding.

At the GS-12/13 levels, the incumbent must justify, defend, negotiate and settle matters involving controversial issues among decision makers involved with monitoring & evaluation of food assistance programs. The people contacted by the incumbent typically have diverse viewpoints, goals and objectives including U.S Government agencies (State Department, U.S. Department of Agriculture, the National Security Council, etc.). The incumbent is required to achieve a common understanding among the various parties and propose satisfactory solutions that address their various objectives in implementing or maintaining quality assurance processes on success stories, infographics, talking points, press releases, and other materials.

## **16. WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is primarily performed in an office setting. On travel for FFP, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

The work is generally sedentary and does not pose undue physical demands. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderate heavy items (less than 50 pounds).

**17. SELECTION AND EVALUATION FACTORS**

**a) Selection Factors:** The following factors determine basic eligibility for the position.

Applicants who do not meet all of the selection factors are considered NOT qualified for the position.

- Applicant is a U.S. Citizen.
- Submission of a recent and complete resume, with current contact information. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- USPSC Application form AID 302-3. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs).
- Ability to obtain and maintain a SECRET level security clearance within a six-month period after the offer is made.
- Ability to obtain a Department of State medical clearance within a six-month period after the offer is made.
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

**b) Minimum Qualifications**

At a minimum, the applicant must have:

**GS-12 EQUIVALENT**

- With a Bachelor's degree, the incumbent will have a total of at least five (5) years of progressively responsible experience in humanitarian assistance and/or international development, of which two (2) years must be related to food security.

OR

- With a Master's degree, the incumbent will have a total of at least four (4) years of progressively responsible experience in humanitarian assistance and/or international development, of which two (2) years must be related to food security.

AND

- Knowledge of food security performance indicators and targets;
- Knowledge of monitoring or oversight of foreign assistance, and/or U.S. international food aid programs;

- Skills in qualitative or quantitative data collection and analysis of food security or economic growth data from U.S. international food aid programs; and
- Knowledge of evaluation and project design.

#### GS-13 EQUIVALENT

- With a Bachelor's degree, the incumbent will have a total of at least six (6) years of progressively responsible experience in humanitarian assistance and/or international development, of which three (3) years must be related to food security.

OR

- With a Master's degree, the incumbent will have a total of at least five (5) years of progressively responsible experience in humanitarian assistance and/or international development, of which three (3) years must be related to food security.

AND

- Experience in monitoring or providing oversight of foreign assistance and/or U.S. international food aid programs;
- Experience in providing technical guidance and advice to others on issues related to foreign affairs, foreign assistance, and/or U.S. international food aid programs;
- Demonstrated skills in qualitative or quantitative data collection and analysis of food security or economic growth data from U.S. international food aid programs;
- Demonstrated skills in training on Monitoring and Evaluation plans;
- Knowledge of evaluation methodology commonly used in development.

Applicants not meeting minimum qualifications will not be evaluated further.

#### **c) Quality Ranking Factors:**

Applicants who meet the minimum qualifications and selective factors will be further evaluated based on the Quality Ranking Factors (QRF) listed below. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately the experience, training, and/or education they have that is relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page.

- QRF#1**      Demonstrated expertise and relevant experience in reviewing and tracking indicators; M&E plans and related documents for food security and/or

- international humanitarian relief and/or development assistance projects. (25 points)
- QRF#2** Demonstrated technical expertise and relevant experience in reviewing baseline study and evaluation scopes of work; and review annual reports and/or evaluation reports to ensure quality and usefulness. (25 points)
- QRF#3** Innovative approaches or strategies to increase utilization of monitoring, baseline and midterm evaluation data; and excellent oral and written communication skills as demonstrated through the preparation of formal reports, briefing memoranda, and other communications for a range of audiences, including project managers, country backstop officers, senior management and technical staff. (15 points)
- QRF#4** Demonstrated ability in providing technical assistance and guidance to field staff to set up annual monitoring system to collect outcome data. Demonstrated strong interpersonal skills and ability to be customer service-oriented and work effectively as a team member. (20 points)
- QRF#5** Knowledge of challenges to design and implementing monitoring systems in the context of an emergency/development project and practical strategies to address them. (15 points)

**BASIS OF RATING:** Applicants who meet the Selection Factors and minimum qualifications (education/experience requirements) will be further evaluated based on scoring of the Quality Ranking Factor (QRF) response. Applicants determined to be competitively ranked will also be evaluated on interview performance and satisfactory professional reference checks. Applicants are required to address each of the QRFs on a separate sheet describing specifically and accurately the experience, training, education, and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to address the selection and/or quality ranking factors may result in your not receiving credit for all of your pertinent experience, education, training, and/or awards.

FFP reserves the right to make additional selections from this solicitation.

### **COMPETITIVE RANGE**

USAID reserves the right to establish a competitive range of candidates as part of the selection process. The Contracting Officer may limit the number of applications in the competitive range to the greatest number that will permit an efficient competition among the most highly qualified candidates. The most qualified candidates may be interviewed, required to provide a writing sample and/or take a writing test.

FFP will not pay for any expenses associated with the interviews. Professional references and academic credentials may be evaluated for applicants being considered for selection. FFP may select additional candidates from this solicitation to fill possible future vacant positions.

### **The Applicant Rating System is as Follows:**

QRFs have been assigned the following points:  
QRF #1 – 25 points

QRF #2 – 25 points  
QRF #3 – 15 points  
QRF#4 – 20 points  
QRF#5 – 15 points  
Satisfactory Professional Reference Checks – pass/fail

**Total Possible Points: 100**

## **18. APPLICATION INSTRUCTION**

### **a) Documents Required at Application Stage**

Applications must be **received** by the closing date and time specified in the cover letter via e-mail: [FFPPSC@usaid.gov](mailto:FFPPSC@usaid.gov) .

Qualified individuals are **required** to submit:

**1. Complete resume.** In order to fully evaluate your application, your resume 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) Names and contact information (phone/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

**2. Supplemental document specifically addressing the QRFs shown in the solicitation.**

**3. USPSC Application form AID 302-3.** Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.

Additional documents submitted will not be accepted.

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 applications for the intended position, please reference the solicitation number on your application, and as the subject line in any email.

**b) Documents Required from Selected Candidate(s)**

Once the CO informs the successful applicant about being considered for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following additional documents:

**1. Security Clearance Application Package including:**

- Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- Questionnaire for Non-Sensitive Positions (SF-85).
- Finger Print Card (FD-258)
- Employment Eligibility Verification (I-9 Form).

**NOTE:** If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded. If Top Secret is required, and clearance is not obtained within nine months after award, USAID may terminate the contract at the convenience of the government. If Sensitive Compartmented Information (SCI) access is not obtained within nine months after Top Secret clearance is granted, USAID may terminate the contract at the convenience of the government.

**2. Medical Clearance package including:**

- Medical History and Examination Form (DS-6561).

**NOTE:** If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

**3. Data Universal Numbering System (DUNS) Numbers and the System For Award Management**

All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. The selectee will be provided with further guidance regarding DUNS and SAM registration.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System Number at

[https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html) and FAR 52.204-7 , System for Award Management at [https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html) or [www.sam.gov](http://www.sam.gov).

Interested applicants are highly encouraged to initiate the registration process early in the application stage to avoid any delays during contract award.

## 19. LIST OF REQUIRED FORMS FOR PSCs

The following forms outlined in this solicitation can be found at <http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

- a) USPSC Application Form, (AID 302-3)
- b) Medical History and Examination Form (DS-6561).
- c) Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d) Questionnaire for Non-Sensitive Positions (SF-85).
- e) Finger Print Card (FD-258).
- f) Employment Eligibility Verification (I-9 Form).

These forms shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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

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

- a) **ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs)/CONTRACT INFORMATION BULLETINS (CIBs)**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <https://www.usaid.gov/work-usaid/aapds-cibs> to determine which CIBs and AAPDs apply to this contract. The following AAPDs are hereby incorporated in full text as Attachments to this solicitation:

- AAPD 06-10 – PSC Medical Payment Responsibility – Medical Expense Payment Responsibility
  - AAPD 15-02 – Authorization of Family and Medical Leave for U.S. Personal Services Contractors (USPSCs)
- b) **AIDAR Appendix D** can be found at: <https://www.usaid.gov/ads/policy/300/aidar>
  - c) **ADS 309** – Personal Services Contracts can be found at: <https://www.usaid.gov/sites/default/files/documents/1868/309.pdf>

**21. BENEFITS/ALLOWANCES/TAXES:**

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

**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 & Sick Leave

**ALLOWANCES (if Applicable)**

The following allowances may be provided for PSCs located in foreign countries using rates prescribed under the Department of State Standardized Regulations (Government Civilian Foreign areas) available at <https://aoprals.state.gov/>:

- 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), and
- j) Danger Pay (Section 650).

**FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**ATTACHMENT 1****MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006) (AAPD06-10)**

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 (available at <http://www.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>). Note: personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. "MEDICAL EVACUATION (MEDEVAC) SERVICES."

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation AAPD 06-10 PSC Medical Expense Payment Responsibility 6 Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible

following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member.

In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent. (i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting AAPD 06-10 PSC Medical Expense Payment Responsibility 7 Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

End of Provision

**ATTACHMENT 2**  
**Authorization of Family and Medical Leave**  
**for U.S. Personal Services Contractors (USPSCs) (AAPD 15-02)**

**GP 5. LEAVE AND HOLIDAYS (DEC 2015) (Pursuant to class deviation #M/OAA-DEV-AIDAR-16-1c)**

**(a) Annual Leave**

(1) The contractor is not entitled to annual leave if the period of performance of this contract is 90 days or less. If the contract period of performance is more than 90 days, the contractor shall earn annual leave as of the start date of the contract period of performance as specified in paragraph (a)(2) below.

(2) The contractor shall accrue annual leave based on the contractor's time in service according to the following table: Time in Service	Annual Leave (AL) Accrual Calculation
0 to 3 years	Four hours of leave for each two week period
over 3, and up to 15 years	Six hours of AL for each two week period (including 10 hours AL for the final pay period of a calendar year)
over 15 years	Eight hours of AL for each two week period

(4) With the approval of the Mission Director or cognizant AA, as appropriate, and if the circumstances warrant, a Contracting Officer may grant the contractor advance AL in excess of the amount earned, but in no case may the Contracting Officer grant advance AL in excess of the amount earned in one year or over the life of the contract, whichever is less. The contractor agrees to reimburse USAID for any outstanding balance of advance AL provided during the contractor's assignment under the contract.

(5) Applicants for PSC positions will provide evidence of their PSC and/or USG direct-hire service - civilian and/or military experience, as applicable, on their signed and dated application form required under USAID policy. By signing the appropriate form, the applicant attests to the accuracy of the information provided. Any applicant providing incorrect information is subject to the penalty provisions in the form. If required to satisfy due diligence requirements on behalf of the Contracting Officer, the contractor may be required to furnish evidence that verifies length of service, e.g., SF 50, DD Form 214, and/or signed contracts.

**(b) Sick Leave.** The contractor may use sick leave on the same basis and for the same purposes as USAID U.S. direct hire employees. Sick leave is earned at a rate not to exceed four (4) hours every two (2) weeks for a total of 13 work-days per year. Unused sick leave may be carried over

under an extension or renewal of this contract with the same individual for the same work. Otherwise, sick leave will not be carried over from one post to another or from one contract to another. The contractor will not be compensated for unused sick leave upon completion of this contract.

**(c) Home Leave.**

(1) Home leave is leave earned for service abroad for use only in the U.S., its commonwealths, possessions and territories.

(2) A USPSC who has served at least two years overseas at the same USAID Mission, under the same contract, as defined in paragraph (c)(4) below, and has not taken more than 30 work days leave (annual, sick or LWOP) in the U.S. may be granted home leave in accordance with the following:

(i) if the USPSC returns to the same overseas post upon completion of home leave for an additional two (2) years under the same contract, the USPSC will receive home leave, to be taken at one time, for a period of 30 work days; or

if the USPSC returns to the same overseas post upon completion of home leave for such shorter period of not less than one year, as approved in writing by the Mission Director prior to the USPSC's departure on home leave, the USPSC will receive home leave, to be taken at one time, for a period of 30 work days.

(ii) if the USPSC is returning to a different USAID Mission under a USAID personal services contract immediately following completion of the USPSC's home leave, for an additional two (2) years under contract, or for such shorter period of not less than one (1) year, as approved by the Mission Directors of the "losing" and "gaining" Missions, the contractor will receive home leave, to be taken at one time, for a period of not more than 20 work days. When the PSC is returning to a different USAID Mission, the former Mission will pay for the home leave regardless of what country the PSC will be working in following the home leave;

(iii) if home leave eligibility is based on (c)(2)(ii) above, the USPSC must submit written verification to the losing Mission at the time home leave is requested that the USPSC has accepted a USAID personal services contract at another USAID Mission following completion of the home leave;

(iv) travel time by the most direct route is authorized in addition to the number of work days authorized for home leave;

(v) home leave must be taken in the U.S., its commonwealths, possessions or territories, and any days spent elsewhere will be charged to annual leave (AL.) If the PSC does not have accrued AL, the PSC will be placed on LWOP.

(vi) if the PSC does not complete the additional service required under (c)(2)(i) or (ii) (that the Contracting Officer finds are other than for reasons beyond the PSC's control), the cost of home leave, travel and transportation and any other related costs must be repaid by the PSC to the Government.

(3) Notwithstanding the requirement in paragraph (c)(2) above, that the USPSC must have served two (2) years overseas under personal services contract with the same Mission to be eligible for home leave, the USPSC may be granted advance home leave subject to all of the following conditions:

(i) Granting of advanced home leave would in each case serve to advance the attainment of the objectives of this contract; and

(ii) The USPSC has served a minimum of 18 months in the Cooperating Country under this contract; and

(iii) The USPSC agrees to return to the Cooperating Country to serve out the remaining time necessary to meet two (2) years of service overseas, plus an additional two (2) years under the current contract or under a new contract for the same or similar services at the same Mission. If approved in advance by the Mission Director, the USPSC may return to serve out any remainder of the two (2) year requirement for service overseas, plus an additional period of not less than one (1) year under the current contract or under a new contract for the same or similar services at the same Mission.

(4) The period of service overseas required under paragraph (c)(2), or paragraph (c)(3) above, will include the actual days in orientation in the U.S. (less language training). The actual days overseas begin on the date of arrival in the cooperating country inclusive of authorized delays en route. Allowable annual and sick leave taken while overseas, but not LWOP, shall be included in the required period of service overseas. An amount equal to the number of days of annual and sick leave taken in the U.S., its commonwealths, possessions or territories will be added to the required period of service overseas.

(5) Salary during the travel to and from the U.S., for home leave will be limited to the time required for travel by the most expeditious air route. Except for reasons beyond the USPSC's control as determined by the Contracting Officer, the USPSC must return to duty after home leave and complete the additional required service or be responsible for reimbursing USAID for payments made during home leave. Unused home leave is not reimbursable under this contract, nor can it be taken incrementally in separate time periods.

(6) Home leave must be taken at one time, and to the extent deemed necessary by the Contracting Officer, an USPSC in the U.S., on home leave may be authorized to spend not more than five (5) days in work status for consultation at USAID/Washington before returning to post. Consultation at locations other than USAID/Washington as well as any time in excess of five (5) days spent for consultation must be approved by the Mission Director or the Contracting Officer.

**(d) Home Leave for Qualifying Posts (HLQP).** USPSCs who ordinarily qualify for home leave and have completed a 12-month assignment at one of the USAID qualifying posts (currently Iraq, Afghanistan and Pakistan) are entitled to take ten (10) workdays of leave in addition to the home leave an USPSC is normally entitled to under the contract in accordance with subparagraphs (c)(1) - (6) above. This additional home leave is provided pursuant to an amendment to the Foreign Service Act of 1980 signed by the President on June 15, 2006.

There is no requirement that an eligible USPSC take this additional leave; it is for optional use by the USPSC. If an eligible USPSC elects to take HLQP, the USPSC must take ten (10) workdays of home leave. If the USPSC is returning to the United States and not returning overseas to the same or different USAID Mission, HLQP will not apply.

This new home leave policy is also extended to qualifying **Third-Country National PSCs (TCNPSCs)** who have an approved exception under AIDAR Appendix J, sec. 4(c)(2)(ii)(B), to apply specific provisions from AIDAR Appendix D, and whose contract includes this General Provision. However, TCNPSCs will be granted "country leave" vice home leave. The application, requirements, and restrictions will be the same as for USPSCs, but the time taken by a TCNPSC will be taken in the TCNPSC's home country or country of recruitment rather than in the United States, its commonwealths and territories.

**(e) Holidays and Excused Absences.** The contractor shall be entitled to all holidays and or excused absences granted by the USAID to U.S. direct-hire employees.

**(f) Military Leave.** Military leave of not more than 15 calendar days in any calendar year may be granted to a contractor who is a reservist of the U.S. Armed Forces. The contractor must provide advance notice of the pending military leave to the Contracting Officer or the Mission Director as soon as known. A copy of any such notice must be part of the contract file.

**(g) Leave Without Pay (LWOP).** LWOP may be granted only with the written approval of the Contracting Officer or Mission Director, unless a USPSC is requesting for such leave for family and leave purposes under paragraph (i) below.

**(h) Compensatory Time.** Compensatory time leave may be granted only with the written approval of the Contracting Officer or Mission Director in rare instances when it has been determined absolutely essential and used under those guidelines which apply to USAID U.S. direct-hire employees.

**(i) Family and Medical Leave (FML)**

(1) USAID provides family and medical leave (FML) for eligible USPSCs working within the U.S., or any Territories or possession of the United States, in accordance with Title I of the Family and Medical Leave Act of 1993, as amended, and as administered by the Department of Labor under 29 CFR 825. USAID is also extending FML to eligible USPSCs working outside the U.S., or any Territories or possession of the U.S., in accordance with this paragraph (i) as a matter of policy discretion.

(2) FML only applies to USPSCs, not any other type of PSC.

(3) To be eligible for FML, a USPSC must have been employed (i) for at least 12 months by USAID; and (ii) for at least 1,250 hours of service with USAID during the previous 12-month period. The specific eligibility criteria and requirements are provided in USAID policy.

(4) In accordance with 29 CFR 825.200(a) and USAID policy, an eligible USPSC may take up to 12 workweeks of leave under FMLA, Title I, in any 12-month period for the following reasons:

- (a) The care of the USPSC's newborn child.
- (b) The care of the USPSC's newly placed adopted or foster care child.

- (c) The care of the USPSC's spouse, child or parent with a serious health condition.
  - (d) The USPSC's own serious health condition.
  - (e) A qualifying exigency arising from the USPSC's spouse, child or parent in active duty military status.
  - (f) Other qualifying exigencies as determined by the Department of Labor.
- (5) In accordance with 29 CFR Part 825.207, the USPSC may take LWOP for FML purposes. However, the USPSC may choose to substitute LWOP with accrued paid leave, including accrued annual or sick leave, or compensatory time earned under this contract. If the USPSC does not choose to substitute accrued paid leave, the CO, in consultation with the USPSC's supervisor, may require the USPSC to substitute accrued paid leave for LWOP. The CO must verify the accuracy of the USPSC's accrued paid leave request and obtain the required certifications for approval of FML in accordance with the stated USAID policy.
- (6) FML is not authorized for any period beyond the completion date of this contract.
- (7) When requesting FML, the USPSC must demonstrate eligibility to the USPSC's supervisor by completing USAID's FML request forms, including certifications and other supporting documents required by USAID policy.
- (8) The U.S. Department of Labor's (DOL's) [Wage and Hour Division \(WHD\) Publication 1420](#) explains the FMLA's provisions and provides information concerning procedures for filing complaints for violations of the Act.
- (j) Leave Records.** The contractor shall maintain current leave records for himself/herself and make them available, as requested by the Mission Director or the Contracting Officer.
- [END PROVISION]