



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068724R00001
ISSUANCE DATE: March 4, 2024
CLOSING DATE: March 24, 2024

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) and
Third Country National Personal Service Contractor (TCNPSC)
Development Outreach and Communications (DOC) Advisor**

Dear Prospective Offerors:

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

Offers must be in accordance with the Attachment 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 the Attachment.

Sincerely,

Orion Yeandel
Contracting Officer

ATTACHMENT

Solicitation for USPSC and TCNPSC
Development Outreach and Communications (DOC) Advisor, GS-14

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068724R00001
- 2. ISSUANCE DATE** 03/04/2024
- 3. CLOSING DATE** 03/24/2024, 23:59 Antananarivo time
- 4. POINT OF CONTACT:** Dany Randrianatoavina
antananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 320 00.
- 5. POSITION TITLE** Development Outreach and Communications (DOC) Advisor

6. MARKET VALUE:

From \$104,604 to \$135,987 per annum equivalent to GS-14. Final compensation will be negotiated within the listed market value.

7. PLACE OF PERFORMANCE:

USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar

With possible travel as stated in the Statement of Duties.

USPSCs and TCNPSCs performing outside the U.S.A., and not subject to the Malagasy compensation plan, may be authorized to telework or remote work only from a location within the country of performance, in accordance with USAID/Madagascar policy. Telework or remote work from outside the country of performance may only authorized in certain situations in accordance with the terms and conditions of the contract.

8. PERIOD OF PERFORMANCE:

The base period will be two years, estimated start date in July 2024. Based on Agency need, the Contracting Officer (CO) may exercise additional three option periods of one year increment, for the dates estimated as follows:

Base Period	o/a July 2024 to July 2026
Option Period 1	o/a July 2026 to July 2027
Option period 2	o/a July 2027 to July 2028
Option period 3	o/a July 2028 to July 2029

Multiple option periods can be exercised at the same time per CO discretion.

9. ELIGIBLE OFFERORS:

This vacancy is open to U.S. nationals and third country nationals only, as defined below.

- U.S. nationals (**USN**) means an individual who is a U.S. citizen or a non-U.S. citizen lawfully admitted for permanent residence in the United States.
- Third country national (**TCN**) means an individual who is neither a Malagasy citizen nor a USN but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources.

10. SECURITY LEVEL REQUIRED:

Facility & Computer Access

11. STATEMENT OF DUTIES:

BASIC FUNCTION OF THE POSITION

The U.S. Agency for International Development mission to Madagascar, USAID/Madagascar, with an annual program budget of approximately \$170 million, manages programs in health, food security, environment, democracy and governance, agriculture, and education. The Mission also manages disaster and emergency responses and a nascent development programming in Comoros. The Development Outreach and Communications (DOC) Advisor reports directly to the USAID/Madagascar Program Officer Director and works with Mission and Embassy leadership and staff to implement development, outreach, and communications efforts to increase awareness of USAID assistance programs in Madagascar and Comoros. The DOC Advisor leads the Mission's communications efforts and is responsible for overseeing and managing all outreach and communication endeavors for the entire USAID assistance portfolio in Madagascar and Comoros. S/he leads the two-person DOC unit in Antananarivo, works closely with the Mission Writer/Editor, and collaborates and liaises with communications specialists and points-of-contact across USAID/Madagascar, the U.S. Embassy in Antananarivo, USAID implementing partners, Government of Madagascar officials, USAID/Africa Bureau, USAID/Washington, and other stakeholders. The DOC Advisor is a member of the USAID Senior Staff team in the Mission. S/he interacts with senior managers throughout the Embassy, with local and international press contacts, with senior Government of Madagascar and visiting U.S. government (USG) officials.

The DOC Advisor is the principal liaison and collaborates closely with USAID/Madagascar offices, implementing partners, and the Embassy Public Diplomacy Section (PDS), providing oversight, advice, and guidance in developing, implementing, and updating the Mission's Development Outreach and Communications Strategy, including the formulation of Mission-wide and Embassy messages. S/he is responsible for developing strategic messaging that is politically sensitive, nuanced, persuasive, and aligned with USAID's country development strategy, the U.S. government, and Agency's policy priorities, communication strategy and initiatives. The DOC Advisor manages and oversees a wide range of public-information and outreach activities, across all communication mediums, to support USAID/Madagascar's programs and development objectives, targeting information to specific audiences in both the United States, Madagascar and Comoros, in accordance with the Mission's

communication strategy and evolving circumstances. S/he leads the production, creation, and strategic use of innovative outreach tools, such as social media, factsheets, video documentaries, radio shows, public relations, and press events to disseminate information to both American, Malagasy, and Comorian audiences. Use of social media and electronic formats is increasingly important for messaging, and the incumbent is expected to produce products in house. The DOC Advisor also oversees and implements capacity building activities within the Mission and with implementing partners to develop more effective communication plans and materials.

The DOC Advisor leads the Mission to plan, establish, and implement a schedule of public outreach and local media events. S/he also assists the Mission in complying with communications standards and recommended best practices established by the USAID Bureau for Legislative and Public Affairs and by the U.S. Department of State. This includes regularly leading communications and events about program milestones and successes that conform to guidelines for timeliness, style, format, branding and marking, content and deadline guidelines. S/he explains in easy and understandable terms complex USAID processes and topics (technical information, project design and procurement processes, U.S. government, Agency, and Mission strategic and policy priorities, sector policies, and branding and marking requirements) to broad audiences. The DOC Advisor collaborates closely with the U.S. Embassy Public Diplomacy Officer on media outreach, interagency events, and VIP visits. S/he also serves as the primary liaison with USAID's Bureau for Legislative and Public Affairs, and with the relevant communications teams based in the Agency's headquarters in Washington, DC, USA.

DUTIES AND RESPONSIBILITIES

Management and Coordination (25% of time)

- Work closely with USAID/Madagascar's technical teams, implementing partners, and the U.S. Embassy Public Diplomacy Section, and other stakeholders, to implement the Agency's and Mission's communications strategy. Provide oversight, advice, and guidance to stakeholders to achieve maximum exposure and understanding of USAID development and humanitarian assistance efforts and special initiatives in Madagascar and Comoros, as defined by the Ambassador and USAID Mission Director. Set priorities for USAID/Madagascar's media and public outreach.
- Develop, update, and implement a communications strategy to promote a better understanding of and support for USAID programs to various key audiences. The Mission Development Outreach and Communications Strategy will optimize communications tools and content distribution. The Strategy will recommend approaches that aim to maximize primarily American, Malagasy, and Comorian exposure and understanding of U.S. development assistance. Explore, recommend, and apply a variety of formats, including new and innovative formats, for promoting Mission programs and activities through outlets such as public events, radio, television, social media, and print media. Monitor and evaluate progress toward communications objectives as outlined in the Mission-approved Communications Strategy.
- Lead and coordinate the Mission's Development Outreach and Communications team, consisting of staff in the Program office and other Mission offices with direct responsibilities for communications and outreach. Coordinate communications across the Embassy's inter-agency.

- Develop and manage an annual work plan with clear roles and responsibilities, budget and timelines with input from all Mission offices. Conduct periodic implementations reviews with input from Mission staff, at least semi-annually, to update the work plan.
- Manage any communications-related contracts for services to implement the strategy, such as events management, photography, video production, advertising, translation. Develop a procurement plan for additional DOC related services and products, securing appropriate approvals, drafting specifications and requests for offers, and coordinating with the Executive Office or Contracting Office. Formulate and manage the DOC annual budget to ensure sufficient funds for related services.
- Serve as the primary point of contact for USAID/Madagascar to plan and execute site visits for the Mission Director and official, high-level visitors from Congress, USAID/Washington, and other agencies. Responsible for leading coordination and working with technical offices to ensure that logistic arrangements, briefing materials, schedules, and outreach materials conform to requirements.
- Serve as the senior advisor to Mission management regarding all public information, media relations, and outreach matters.

Public Information and Publicity Materials (25% of time)

- Support the USAID Mission by overseeing and contributing to drafting, editing, and disseminating timely and accurate information, fact sheets, press releases, social media posts, responses for requests for information, cables, and other public-information materials relating to USAID/Madagascar activities. Ensure overall coherence, quality, and compliance and alignment with Agency and Mission standards, strategies, and initiatives. These documents must be written in clear, concise English, prepared for both reporters and general audiences, and designed for print, video, public engagement and web use.
- Prepare content and submissions for USAID, U.S. government, U.S. Embassy, and other public-information platforms, including the Administrator's Blog and social-media outlets in Madagascar and Washington.
- Manage the preparation and maintenance of the standard information package on USAID's programs in Madagascar and Comoros for briefings and for distribution to the public, journalists, USAID/Washington, Department of State, Congress, and other agencies. These materials include scene setters, program briefing papers, project status and results reports, maps, photos, information about other donors, and general information about Madagascar.
- Draft, edit, advise, and/or direct the development, as well as maintenance and dissemination, of innovative, user-friendly public-relations materials that advance mission development objectives as outlined in the Mission's CDCS. Materials may be in English, French, Comorian, and/or Malagasy and include fact sheets, brochures, newsletters, presentations, web materials and other visual displays on USAID's programs and objectives.
- Maintain and update external and internal web pages for USAID/Madagascar.

Media Relations and Press (20% of time)

- Promote separate, proactive, targeted, information and media outreach activities for Madagascar and Comoros and the United States. These activities are designed to push accurate information about USAID programs deep into local, regional, and national markets in the United States, Madagascar, Comoros, and elsewhere, through advertisements, billboards, magazines, newspapers, radio, television, public service announcements, and other outlets.
- Serve as the Mission's point of contact with U.S. and international news organizations and represent the Mission to the Chief of Mission and the Embassy Public Diplomacy Section in matters pertaining to USAID public affairs. Maintain contacts with high-level Western and local journalists from all media outlets. Work closely with the Embassy Public Diplomacy Section on local press relations from all media outlets. Coordinate with the Embassy Public Diplomacy Section and USAID's Bureau for Legislative and Public Affairs on requests from international press.
- Oversee monitoring of Madagascar, Comoros, and U.S. news coverage and reports of USAID-related activities.
- As directed by the Mission Director and/or Program Office Director and in collaboration with the Embassy Public Diplomacy Section, respond to inquiries from the general public, media, and other sources about USAID programs and projects.
- Maintain up-to-date knowledge of all USAID/Madagascar activities and monitor the public events calendar. Oversee writing and distribution of press releases and follow up to encourage and support news coverage.
- Coordinate with technical offices, Embassy Public Diplomacy Section, and USAID/Washington to produce and release accurate, timely, useful and well-written information to local and international news outlets. Ensure a targeted, coherent, and consistent message aligned with strategic priorities and the Development Outreach and Communications Strategy.
- Advise and work with the Embassy Public Diplomacy Section to expand opportunities for coverage of USAID assistance in Madagascar and Comoros. This may include arranging briefings, interviews, and tours of USAID projects; escorting journalists; and recording activities.
- Market USAID/Madagascar to target in-country audiences through various news media.

Public Events, Activities, and Interaction with USAID Offices and Implementing Partners: (20% of time)

- Represent the Mission at the senior level on public-affairs and outreach matters with other branches of the U.S. government, the Government of Madagascar, the U.S. Military, other donor nations, the UN, World Bank, and other groups and institutions.
- Serve as the Mission's primary point of contact for publicity events. Direct and coordinate USAID/Madagascar's public events, including ceremonies, conferences, openings, and

ribbon-cuttings. Develop and maintain, in coordination with USAID/Madagascar offices, implementing partners, and the U.S. Embassy, a USAID/Madagascar public events calendar. Ensure strategic selection of events and optimal representation by U.S. government personnel to more effectively and efficiently communicate USAID messaging.

- Collaborate with USAID/Madagascar office staff, implementing partners, and Embassy Public Diplomacy Section when relevant to oversee the drafting, editing, clearance, and distribution of fact sheets, press releases, event background and approval documents, speeches, public documents, and other documents for public events. Manage posts for all information and materials to the Mission website, including photographs, success stories, fact sheets, links to USAID partners, and other key information about the Mission for dissemination to public audiences.
- For USAID events, manage protocol, site selection, staging, and logistical issues; identify and schedule speakers; liaise with Embassy colleagues and U.S. and local government officials; organize background briefings for media; compile and disseminate press packets; provide on-site media coordination; and manage event documentation, including video, documentaries, photos, and updates to social media accounts.
- Maintain close contact with USAID/Madagascar implementing partners and sub-contractors to guide and supervise their communications and media relations and coordinate events.
- Serve as a resident expert on USAID branding and style guidelines, ensuring regulations are implemented. Recommend revisions and appropriate action.
- Train and advise USAID/Madagascar staff and implementing partners on developing appropriate public information programs and initiatives and on Agency communications, media outreach, branding and marking requirements, best practices, and processes. Develop and maintain up-to-date standard operating procedures for USAID/Madagascar outreach and communications processes, including for events, site visits, factsheets, communication plans, and branding and marking.
- Work with the Mission's collaborating, learning, and adapting point of contact to capture and effectively share information related to USAID interventions. For example, developing infographics and social media campaigns to communicate USAID's collaborating, learning and adapting.

Supervision and Transfer of Knowledge: (10% of time)

- Directly supervise one local-hire cooperating country national (CCN) Development Outreach and Communication Specialist. The DOC unit occasionally has temporary staff support; in such times, the DOC Advisor will also supervise the temporary staff member.
- Advise, coordinate, and transfer knowledge to Development Outreach and Communication specialists/points of contact at the Mission and in the field.

A. Supervisory Relationship

Incumbent works under the direct supervision of the USAID Supervisory Program Officer or designee.

B. Supervisory Controls

Incumbent works with minimum direction from his/her supervisor, who provides overall objectives, may suggest approaches to consider, and reviews completed reports and other assignments. Incumbent is expected to use initiative and sound judgment in planning, carrying out, and overseeing assignments for the DOC unit and to function with substantial independence. S/he is expected to be able to plan work for the DOC unit for a time horizon of up to one year. Work is evaluated for effectiveness of results, quality of insights and analysis, professionalism, and compliance with prevailing policies, regulations, directives, and objectives.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education

Bachelor's degree or equivalent in public relations, public affairs, communications, journalism, marketing, public administration, or an area relevant for international development programs.

b. Prior Work Experience

- A minimum of five years of demonstrated successful work experience in communications, public relations, journalism, or related field, successfully increasing awareness of a service or a program, directing outreach campaigns to a variety of audiences, and working in a developing country, and in an international development context
- A minimum of three years experience in building capacity on communications/public relations topics, and leading a team
- Experience in writing reports, working with international development programs, planning and executing events, and utilizing social networking media for public communications

c. Skills and Abilities

Must have demonstrated capacity in the following skills and abilities:

- Excellent skills and abilities in drafting, editing, and producing a variety of public outreach materials.
- Excellent written and verbal communication skills with a demonstrated ability to transform and explain highly-technical material into easy-to-understand narrative.
- Exceptional interpersonal skills with the ability to influence relationships positively.
- Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables and quality and format standards.
- Ability to work independently, managing several activities at once, and to work under pressure to meet short deadlines.

- Ability to maintain superior levels of professionalism while working under pressure in a fast-paced environment.
- Excellent organizational and critical thinking skills.
- Strong skills in the use of software for office business and outreach and communications related products, including Microsoft and Google suites. Knowledge/Proficiency in Adobe Creative suites can be an asset.

d. Language Proficiency

Level V (native proficiency) in English. At this level an employee is required to possess a high degree of proficiency in both written and spoken language in English.

III. EVALUATION AND SELECTION FACTORS

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

USAID policy specifies that USNs are preferred over TCNs. Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

After the closing date, offerors who meet the minimum requirements on education and prior experience will be further evaluated by a selection committee in accordance with the selection factors below. Offerors must address the language requirement and each of the skills and abilities factors below (#3, #4, and #5) in the required Appendix document (see Section IV-5 below), describing the specific experience, training, and/or education that the candidate has relevant to each criterion.

The committee may conduct interviews with the most highly-ranked candidates before making a selection recommendation to the Selecting Official. The successful candidate will be selected based on a review of their qualifications, work experience, and knowledge, skills, and abilities as determined through the application package (writing samples, resume, cover letter, response to the Factors), interview (if applicable), and reference checks. The selection committee may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

1- Education (10 points):

Additional points will be given for a degree in public relations or communications specifically; while a bachelor's degree is the minimum qualification. Additional points will be given for supplemental certificates or degrees in a relevant area.

2- Experience (30 points):

Additional points will be given for relevant years of experience beyond the minimum required in communications, public relations, journalism, or related field; for building capacity on communications/public relations topics; and for experience working in a developing country. Additional points will also be given for the amount and complexity of experience in increasing awareness of a service or a program, mass media campaigns to a variety of audiences, and leading a team. Additional points will also be given for experience writing reports, working with international development programs, planning and executing events, designing websites, and/or utilizing social networking media for public communications. Additional points will also be given for language proficiency in French and/or Malagasy.

3- Verbal and Written Communication Skills and Abilities (20 points)

Points will be provided based on the level and complexity of demonstrated written and verbal communications skills and abilities, particularly related to:

- Drafting, editing, and producing a variety of public outreach materials.
- Transforming and explaining highly-technical material into easy-to-understand narrative.
- Make cogent arguments clearly, grammatically correct, and succinctly in media formats such as press releases, websites, feature articles, and briefing materials.

4- Interpersonal, Coordination, and Time Management Skills and Abilities (20 points)

Points will be provided based on the level and complexity of demonstrated interpersonal, coordination, and time management skills and abilities, particularly to:

- Influence relationships positively.
- Maintain superior levels of professionalism while working under pressure in a fast-paced environment.
- Display initiative, innovation, and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables and quality and format standards.
- Build and maintain a network of professional contacts, to work collaboratively with colleagues, and to provide effective leadership in a multicultural setting.
- Work independently, managing several activities at once, and to work under pressure to meet very short deadlines.

5- Other Skills and Abilities (20 points)

Points will be provided based on the level and complexity of demonstrated skills and abilities, particularly for:

- Organizational, analytical, and critical thinking skills.
- Use of software for office business including Microsoft and Google suites, and
- outreach and communications related products such as social media, and internet applications, including Adobe Creative Cloud applications for video and photo editing, and infographic design.,
- Manage complex tasks to deliver products that meet professional standards.
- Website development, video and photo editing, and use of a digital camera and videotaping equipment.

Total possible points = 100

IV. SUBMITTING AN OFFER

DOCUMENTS REQUIRED

1. AID 309-2, Offeror Information For Personal Services Contract Form

Eligible offerors are required to complete and submit a hand-signed form AID 309-2, "Offeror Information For Personal Services Contracts", available at the USAID website, <https://www.usaid.gov/madagascar/work-with-us/careers>. Offerors are required to sign and scan the certification at the end of the form.

2. Resume/Curriculum Vitae

3. Cover Letter

A cover letter of no more than one page that summarizes how the Offeror meets or exceeds the position requirements.

4. Writing Samples

Applicants should provide at least two writing samples of communications products with their applications. The samples should include a writing sample of 750 to 1,000 words. They can be excerpts from longer articles or papers and do not have to be specifically written for this application. An additional sample could include social media posts, videos, infographics, or other graphic design products. The samples should demonstrate the applicant's ability to clearly and succinctly communicate complex ideas to the public. Co-written/co-designed samples will not be accepted – the applicant must be the sole author/designer.

5. Appendix

Supplemental document of no more than a total of 3 pages that specifically addresses each of the skills and abilities of the selection factors listed in Section III (Factors #3 *Verbal and Written Communication*; #4 *Interpersonal, Coordination, and Time Management*; and #5 *Other*).

6. Reference Persons

Offerors are required to provide five (5) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about the offeror's past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

SUBMISSION OF OFFER

- Offers must be submitted to the e-mail address: antananarivoUSAIDHR@usaid.gov
- Subject line of your email should read: “**DOC Advisor [your name]**”
- E-mail attachments should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx)
- Offers must be received by the closing date and time specified in **Section I, item 3**.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

A contract will be awarded after the receipt of the medical and security clearances from the selected offeror. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected. Other additional forms may be required to be completed.

If medical and security clearances are not obtained within a reasonable period, the CO reserves the right to rescind the intent of position offering.

For Medical clearance for offeror and eligible dependents (USN and TCN):

- DS-1843 Medical History and Examination - for individuals age 12 and older
- DS-1622 Medical History and Examination - for children age 11 and younger
- DS-3057 Medical Clearance Update (MCU)

Available at <https://www.state.gov/forms-medical-clearances/>.

For Security clearance:

- OVQ (Overseas Vetting Questionnaire) (TCN)
- SF-85, Questionnaire for Non-Sensitive Positions (USN and TCN)
- OF-306, Declaration of Federal Employment (USN)
- SF-86, Questionnaire for National Security Positions (USN)
- SF-87, Fingerprint Card (USN)
- AID 500-4, Fair Credit Reporting Act of 1970, as Amended (USN)
- AID 6-85, Foreign Activity Data (USN)

For Contracting purpose:

- OF-126, Residence and Dependency Report (USN and TCN)
- SF-144, Statement of Prior Service – Worksheet (USN and TCN)
- W4 (USN)

VI. BENEFITS AND ALLOWANCES

- USPSC:

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)

- (e) Leave and Holidays
- (f) Eligibility for Worker's Compensation
- (g) Relocation Expense Benefit

2. ALLOWANCES (if applicable):

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

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Quarter 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).

- **TCNPSC:**

In accordance with the applicable and approved Alternate Compensation Plan, a TCNPSC is authorized the following benefits and allowances, at the discretion of the CO.

1. BENEFITS:

- (a) Contribution toward Health & Life Insurance
- (b) Pay Comparability Adjustment
- (c) Annual Increase (pending a satisfactory performance evaluation)
- (d) Leave and Holidays

2. ALLOWANCES (when applicable):

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

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Quarter 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).

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes. TCNPSCs are required to pay either Malagasy income taxes, or his/her income taxes of his/her country of origin.

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

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

1. USAID Acquisition Regulation (AIDAR): available at <https://www.usaid.gov/ads/policy/300/aidar>

For USpsc: 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”.

For TCNPSC: AIDAR Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “General Provisions”.

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:

ITEM No (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period -Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: PO.2	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
1001	Option Period 1 -Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: PO.2	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
2001	Option Period 2 -Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: PO.2	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
3001	Option Period 3 -Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: PO.2	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor

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>.

- AAPD22-02 Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals
- AAPD 21-05 Revised and Expanded Fringe Benefits for U.S. Personal Services Contractors
- AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J
- AAPD10-01: Changes in USG Reimbursement Amounts For Health Insurance And Physical Examination Costs
- AAPD 06-10: PSC Medical Expense Payment
- AAPD 06-08: Using the Optional Schedule to Incrementally Fund Contracts

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635.

See https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct

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

6. FAR Provisions Incorporated by Reference

The following FAR clauses are hereby incorporated by reference in accordance with FAR 52.252-2, “Clauses Incorporated by Reference.” The full text of each clause may be accessed on the Internet at this address: <https://www.acquisition.gov/far/index.html>

NUMBER	TITLE	DATE
52.203-7	ANTI-KICKBACK PROCEDURES	JUN 2020
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 2020
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-27	PROHIBITION ON A BYTENDANCE COVERED APPLICAITON	JUN 2023
52.215-2	AUDIT AND RECORDS—NEGOTIATIONS	JUN 2020

52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	FEB 2021
52.229-8	TAXES—FOREIGN COST-REIMBURSEMENT CONTRACTS	MAR 1990
52.232-17	INTEREST	MAY 2014
52.232-20	LIMITATION OF COST	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	MAY 2014
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION	APR 1984
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.246-5	INSPECTION OF SERVICES – COST REIMBURSEMENT	APR 1984
52.246-25	LIMITATION OF LIABILITY – SERVICES	FEB 1997
52.252-2	CLAUSES INCORPORATED BY REFERENCE	FEB 1998
52.222-50	COMBATING TRAFFICKING IN PERSONS, ALT. I IF CONTRACT WILL BE PERFORMED OUTSIDE THE U.S. [SEE PRESCRIPTION FAR 22.1705, REPLACES FORMER GP 27]	NOV 2021

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