



# USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

**Solicitation No.** : SOL-492-14-000002  
**Issuance Date** : November 21, 2013  
**Closing Date/Time** : January 8, 2014  
3:00PM, Manila, Philippines Local Time

**Subject** : Solicitation for a U.S. Personal Services Contract (USPSC) Health Advisor, GS-14 Equivalent for USAID/Pacific Islands' Office in Port Moresby, Papua New Guinea (PNG)

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking candidates from qualified U.S. citizens interested in providing Personal Services Contract (PSC) as a Health Advisor as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Candidates must send one set of a signed U.S. Government OF-612 form. This signed form must be mailed, delivered via international courier, or emailed (email applications must be signed) and received by the date and time at the address supplied in the attached solicitation. Incomplete or unsigned applications will not be considered.

In addition to the signed OF-612, applicants are required to forward the following:

- a resume or curriculum vitae,
- a brief annex to the resume or curriculum vitae that demonstrates how prior education, experience and/or training addresses the minimum qualifications and evaluation factors by which applicants will be initially ranked,
- a brief writing sample,
- a statement of availability,
- three professional references

This solicitation is posted at <http://www.fbo.gov>. Candidates are advised to click on the tab "Watch This Opportunity" (FBO) to receive notices on updates to the solicitation. Issuance of this solicitation does not obligate USAID to award a contract nor does it commit USAID to pay for any cost associated with the preparation or submission of an application.

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to [manila-roaa-rfp@usaid.gov](mailto:manila-roaa-rfp@usaid.gov) with a copy to [inarag@usaid.gov](mailto:inarag@usaid.gov).

Sincerely,

Jorge Dulanto-Hassenstein  
Contracting Officer  
Regional Office of Acquisition and Assistance

**Solicitation for U.S. Citizens Personal Services Contractor (USPSC)  
USAID/Pacific Islands' Office in Port Moresby, Papua New Guinea (PNG)  
Health Advisor, GS-14 equivalent**

- 1. SOLICITATION NUMBER** : SOL- 492-14-000002
- 2. ISSUANCE DATE** : November 20, 2013
- 3. CLOSING DATE SPECIFIED FOR RECEIPT OF APPLICATIONS** : January 8, 2014  
3:00PM, Manila, Philippines, Local Time
- 4. POSITION TITLE** : Health Advisor for USAID/Pacific Islands' Office  
in Port Moresby, Papua New Guinea (PNG)
- 5. MARKET VALUE** : \$84,697 - \$ 110,104 per annum  
(GS 14 – equivalent)
- 6. PERIOD OF PERFORMANCE** : Two (2) years with an option to renew  
for additional year(s) based on continuing need  
the position and availability of funds beginning  
on or about March 2014 through March 2016.
- 7. WORK HOURS** : Full-time; 40 hours/week
- 8. PLACE OF PERFORMANCE** : Performance will take place in the USAID/Pacific  
Islands' Office in Port Moresby, Papua New  
Guinea (PNG), with travel within PNG and to the  
USAID/Philippines Office in Manila, Philippines
- 9. SECURITY CLEARANCE** : As a pre-condition for employment, the  
apparently successful candidate shall be  
required to obtain a secret-level security  
clearance.
- 10. MEDICAL CLEARANCE** : As a pre-condition for employment, the  
apparently successful candidate, and any  
eligible family members who will accompany the  
candidate to post, shall be required to obtain a

Department of State Medical clearance to work  
and/or live in Port Moresby, Papua New Guinea.

**11. AREA OF CONSIDERATION** : U.S. Citizens Only

## **STATEMENT OF WORK - POSITION DESCRIPTION**

### **I. BACKGROUND**

The USAID Regional Pacific Islands satellite office in Port Moresby, Papua New Guinea (PNG) was established in October 2011 and is supported by USAID/Philippines. The satellite office in Port Moresby is primarily responsible for representing USAID's portfolio to all key stakeholders across 12 Pacific Island nations: Federated States of Micronesia (FSM) Fiji, Kiribati, Nauru, Palau, Papua New Guinea, Republic of Marshall Islands (RMI), Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The satellite office operates under the authority of USAID/Philippines and works with technical and support offices from USAID/Philippines to ensure that USAID's portfolio is achieving the following objectives in the Pacific: 1) to support the USG's broader foreign policy objectives in the region; 2) to address country and regional priorities; 3) to complement other donor efforts; and 4) to integrate the latest news/developments/ perspective from the ground. To maximize impact of USAID's portfolio, the satellite office ensures the collaboration and management of relationships with the following stakeholders: 1) U.S. Embassies in the region; 2) other USG agencies working in the region; 3) host governments; 4) international donor organizations; 5) multilateral and bilateral development organizations; 6) regional organizations; 7) civil society; 8) private sector; and 9) other key stakeholders.

USAID's assistance focuses on addressing issues that pose some of the greatest threats to the socio-economic status of households and communities in the Pacific Island countries: adapting to global climate change; improving the management of natural resources; building resiliency and reducing the risk of disasters; promoting democracy, and, in Papua New Guinea, strengthening HIV/AIDS services.

Staff for the satellite office in Port Moresby includes the Pacific Islands Office Director, who is responsible for managing the operations of the satellite office, and one Foreign Service National (FSN) and one Eligible Family Member (EFM) who both report to the Pacific Islands Director. Technical and support offices that help manage the portfolio and support the satellite office in achieving USAID's objectives in the Pacific, are based in Manila, with the Regional Legal Advisor (RLA) based in Jakarta.

PNG's health status has been significantly affected by the increasing incidence of HIV. Currently PNG has the highest incidence of HIV and AIDS in the Pacific region and is the fourth country in the Asia Pacific region to fit the criteria for a generalized HIV/AIDS epidemic. According to the National HIV/AIDS Strategy 2011-2016, the HIV prevalence among adults aged 15-49 years had

stabilized at 0.9%. Women and girls account for almost 60% of all reported HIV infections in Papua New Guinea. A number of publications and reports describe the pervasive nature of violence against women in their home and communities and a substantial proportion of women and men in some surveys report being sexually abused at first sex. A recently completed behavioral survey in Port Moresby describes high rates of sexual abuse and violence in women engaging in transactional sex and males who have sex with males (MSM). Surveys in rural areas find a high incidence of trichomoniasis, chlamydia, gonorrhea, and syphilis. The WHO estimates there are one million (approximately 20% of the population) new cases of curable sexually transmitted infections (STIs) annually. On top of HIV, malaria and tuberculosis (TB) are also major killers, especially among the most vulnerable: women, children, and the elderly. Moreover, neglected tropical diseases (NTD) such as lymphatic filariasis remain endemic in over 60 of 89 districts in Papua New Guinea.

PNG has been designated a PEPFAR Country Operational Plan country. To support HIV/AIDS activities, an interagency PEPFAR USG health team is based in Port Moresby, which includes the USAID Health Advisor, the Department of Defense (DOD) Health Attache, and the Country Director for the U.S. Department of Health and Human Services/Centers for Disease Control Prevention (HHS/CDC). The larger Embassy Health Team includes the USG health team in addition to representatives from the Embassy who are regularly involved in health issues. The USAID Health Advisor receives technical support from the USAID/Philippines Office of Health (OH), and the CDC representative receives support from the regional office in Bangkok.

The USAID health program in PNG includes the flagship PEPFAR-funded, five-year, \$14.9 million dollar cooperative agreement to Strengthen HIV/AIDS Services for Most-at-Risk Populations (MARPs). The program's major components aim to increase demand for and supply of HIV/AIDS services by MARPs, their sexual partners, and their families, increase use of gender based violence interventions, and to strengthen health systems for HIV/AIDS service delivery. In addition to this award, there are Washington-based field support activities that operate in PNG. In the area of Neglected Tropical Diseases (NTDs), USAID/Washington is planning to support the National Department of Health in piloting a program to address lymphatic filariasis and provide mass drug administration in New Ireland Province. To support the Global Fund, a major source of health funding in country, USAID provides targeted technical assistance, through the Grant Management Solutions (GMS) managed by USAID/Washington, to the country coordination mechanism and to Global Fund recipients upon request. There are also limited activities in tuberculosis that are managed by USAID's Regional Development Mission for Asia (RDMA), based in Bangkok, Thailand.

To manage the health program in PNG and oversee health activities in the Pacific Islands, USAID/Philippines requires the services of a Health Advisor hired through a Personal Services Contract (PSC). The Health Advisor will be USAID's health representative based in PNG, will serve as part of the PNG health team and work closely with the USAID/Philippines OH. The Pacific Islands Office Director will provide day-to-day oversight for the Health Advisor in coordination with the USAID/Philippines OH Director or designee. The Health Advisor will provide technical

guidance and leadership, management, and oversight for health programs, contribute to the USG health team, and serve as a key link between the OH technical team and the PNG program. The Health Advisor will also ensure the technical quality of USAID programs and represent the views of USAID at high-level meetings on health with the Government of PNG, donors, and other stakeholders. The Health Advisor will work with staff within USAID and from other PEPFAR agencies to coordinate HIV/AIDS activities across all USG funded health programs. The incumbent will lead on all aspects of USAID funded health programs in the Pacific, including but not limited to HIV/AIDS programming and coordination, activity manager for field support on NTDs and Global Fund technical assistance, and tuberculosis.

## **II. Basic Function of the Position**

The incumbent will provide technical direction in all facets of USAID's HIV/AIDS activities in implementing the President's Emergency Plan for AIDS Relief (PEPFAR) in PNG. The Health Advisor has primary responsibility for technical oversight and management of USAID's implementing partner(s) and may serve as the Contracting/Agreement Officer's Representative (C/AOR) or activity manager, as appropriate. The incumbent will be a key source of HIV/AIDS technical assistance, especially on issues related to HIV prevention and gender-based violence linked to appropriate care and treatment. S/he represents USAID on health related issues. The Health Advisor also plays a role in coordinating and collaborating on PEPFAR implementation with other USG agencies such as HHS/CDC, DOD, and with international agencies and other donor partners in the country such as the Global Fund. The Health Advisor will also be responsible for oversight and activity management of field support activities and other health activities in PNG and other Pacific Island countries, as needed. This may include neglected tropical diseases, tuberculosis, grant management technical assistance for the Global Fund, and other activities as they arise. The Health Advisor will also serve as the point person for the budget, reporting, and monitoring and evaluation.

## **III. Specific Duties and Responsibilities**

### **Core Functional Areas of Responsibility:**

The incumbent will perform the following functions: a) technical assistance, technical management and oversight of HIV/AIDS and health activities; b) technical representation, c) strategic planning and budgeting; and d) monitoring, reporting and program management.

### **The specific duties of the Health Advisor will include:**

#### **A. Technical Assistance, Technical and Management Oversight of HIV/AIDS Activities (40%)**

- Provide overall HIV/AIDS technical leadership and program management implementing USAID's PEPFAR activities and other infectious diseases activities such as tuberculosis in conjunction with the USG team;
- Provide technical leadership on HIV/AIDS prevention and gender-based violence linked to appropriate care and treatment, including major HIV portfolio designs and/or evaluations of USAID's HIV/AIDS activities;
- Provide technical assistance in setting strategy and technical guidelines for program implementation with implementing partner(s). Participate in reviewing and approving long-term technical strategies, annual work plans, and other implementation planning;
- Support ongoing advocacy on gender and gender-based violence activities by the USG Chief of Mission and State Department with multi- sectoral partners and stakeholders;
- Ensure integration of gender and gender-based violence programming into existing USG-supported activities, including the MARPS prevention programs, continuum of prevention to care and treatment (CoPCT) model, prevention of mother to child transmission, and provider-initiated counseling and testing;
- Lead Mission technical outreach with contractor partners regarding required and requested program monitoring and reporting; collecting, managing, and analyzing data and information related to USAID supported programs;
- Provide technical guidance and leadership in collaborating with the USG team, government technical working groups, and manage evaluation tasks and other strategic information actions; and
- Serve as advisor on other health issues, as required, including but not limited to NTDs, TB, emerging pandemic threats (EPT), sexually transmitted infections (STIs), and maternal and child health (MCH).
- As the lead for health, s/he will work independently on key tasks, and keep managers and colleagues fully apprised on the status of work, program implementation progress, results, and issues/problems on a regular, timely basis.
- May serve as AOR or activity manager for programs or activities, as directed.

#### **B. Technical Representation (30%)**

- Serve as the USAID point of contact for health and participate substantively in meetings with USG interagency teams, and meetings including USAID partners and other development partners, and the Global Fund
- Provide technical support in terms of coordination and oversight to USAID's HIV/AIDS activities through the U.S. President's Plan for Emergency AIDS Relief (PEPFAR);
- Provide technical support in other health areas such as NTDs and tuberculosis
- Liaise with USAID-supported mission managed contracts and/or field support/core funding mechanisms to ensure all necessary documentation and USAID policies and processes are followed;
- Provide guidance to USAID/Philippines on the health development context within PNG
- Oversee and coordinate the arrangements of USAID and Embassy events related to health, visits of short-term technical advisors, evaluators, or other in-country visitors

associated with assigned health activities and ensure that goals and outcomes of the visits are consistent with USAID/USG requirements;

- Ensure that documentation of USAID health activities are prepared and submitted in a timely fashion, with adequate time for the Mission and other USG agencies to review and clear;
- Establish relationships and maintain contacts with PNG Government counterparts, particularly the National AIDS Council Secretariat (NACS), National Department of Health (NDOH), and Provincial Health Offices in the National Capitol District (NCD) and Madang and other provinces as appropriate;
- Represent USAID on the GF Country Coordinating Mechanism (CCM) if requested and provide technical assistance to the CCM as may be appropriate;
- Coordinate and consult with other development partners in the country on health sector strategic and programmatic directions including UN Agencies, other bilateral development partners and NGOs such as the Clinton Foundation, Population Services International, Asian Development Bank, WHO and UNAIDS as well as US CDC and DoD counterparts;
- Monitor the implementation of USAID regional and global health activities such as NTD, TB and EPTs in coordination with USAID's Global Health Bureau and Regional Development Mission in Asia (RDMA); and
- Document activities of USAID-supported implementing partners, e.g. establish routine communications, conduct routine program monitoring site visits as necessary.

### **C. Strategic Planning and Budgeting (10%)**

- Provide strategic technical advice for and coordinate USAID's involvement in preparation of key planning and budget documents with a particular focus on development of the Integrated Country Strategy (ICS), Mission Resource Request (MRR), Congressional Budget Justification (CBJ), Country Operational Plan (COP), the semi-annual and annual progress reports, and the Congressional Notifications (CNs);
- Perform budget formulation duties involved in the process of preparing detailed analyses and estimates of annual USAID funding needs for one or more future budget years of PEPFAR funding;
- Monitor USAID obligations, commitments, expenditures, and results against targets in HIV/AIDS programs; and
- Coordinate with government officials and other donor agencies (such as GF, the World Bank, Asian Development Bank, WHO, UNAIDS, etc.) on implementation and policy issues.

### **D. Monitoring, Reporting and Program Management (20%)**

- Serve as the point of contact for the U.S. Embassy in Papua New Guinea on all USAID health-related activities, including preparation of all correspondence on behalf of the U.S. Ambassador, the Pacific Islands Office Director and other relevant Embassy/USAID staff, and provision of requested background materials for public as well as sensitive diplomatic events;

- Lead the development of the USAID portion of the PEPFAR-required 5- year HIV strategic planning document, the Semi- and Annual Reports, Congressional Presentations, Portfolio Review, Performance Monitoring Plan, and other key documents. Specific tasks include drafting reports, tracking changes, editing, and verifying partners' submissions for completeness and consistency with PEPFAR guidance;
- Provide technical oversight, management, and advice on USAID contracts and/or grants;
- Review unsolicited funding proposals from the general public and support proposal development with the Global Fund as appropriate;
- Seek opportunities to explore new Mission-supported options such as the development of public/private partnerships and proposals for central funding opportunities;
- Prepare correspondence and cables related to implementation, management, and evaluation of assigned health program activities;
- Ensure that documentation of USAID activities is prepared with input from other USG Team members and implementing partners; and is submitted in a timely fashion to OGAC and USAID/W, with adequate time for Embassy and Mission review and clearance if required;
- Ensure that all program documentation meets both USG requirements and audit inspection standards;
- Draft articles for the Pacific Islands Newsletters and for development outreach coordination purposes; and
- Provide timely input to health-related taskers.

#### **IV. OTHER SIGNIFICANT FACTS:**

##### **Supervision Received**

The Health Advisor's immediate supervisor is the Pacific Islands Director or designee. The Health Advisor will also receive direct technical advice and direction from the USAID/Philippines OH Director or designee. The Health Advisor will seek advice from both USAID/Philippines and the Pacific Islands Office on health-related responsibilities to meet Mission strategic objectives and goals. The Health Advisor is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed. The incumbent is expected to be able to exercise considerable independent judgment in carrying out assigned tasks and to be able to function effectively within a multicultural and interagency environment. The incumbent will represent USAID on the PEPFAR Interagency health team and in appropriate health partners meetings. As the lead for health, s/he will work independently on key tasks, and keep managers and colleagues fully apprised on the status of work, program implementation progress, results, and issues/problems on a regular, timely basis.

## **Evaluation of Performance**

The performance evaluation of the Health Advisor will be made annually and will be initiated by the Director, Office of Health, or designee at USAID/Philippines, with input from the Pacific Regional Office Director or designee. Performance will be evaluated in terms of overall achievement of performance targets and operational plan indicators and achievement of work objectives and performance measures. In collaboration with the Health Advisor, the supervisor will:

- (a) Establish work objectives and performance measures;
- (b) Review work-outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; and
- (c) Provide feedback to Health Advisor throughout the Performance Evaluation Period and obtain input from the appropriate peers, counterparts and team members.

## **Available Guidelines**

The Health Advisor will be expected to be aware of Mission, PEPFAR and Agency-specific policies, guidelines and procedures, OH and Pacific Islands Office established administrative operating procedures, policies and formats. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall health activities, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

## **Exercise of Judgment**

In instances not clearly covered in written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with colleagues at USAID, other USG government agencies and the Government of Papua New Guinea as well as representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

## **Authority to Make Commitments**

The Health Advisor will have no authority to obligate or commit funds on behalf of the U.S. Government (USAID) funds.

## **Physical Demands and Logistical Arrangements**

Apart from frequent travel, the work is generally sedentary and does not pose undue physical demands. The position provides for USAID provision of office space, telephone, fax, and email as well as travel, lodging and transportation reimbursement when undertaken for official purposes.

## **Nature, Level, and Purpose of Contacts**

As the lead USAID health representative, the incumbent will be in frequent contact with the health counterparts within the Government of Papua New Guinea, donors, NGOs and other key stakeholders involved in health. The incumbent will represent USAID on relevant government meetings and in working groups and technical discussions on issues related to health activities. The Health Advisor will work with the PEPFAR health team on collaboration and coordination efforts with the Government of Papua New Guinea, donors, and other relevant partners to ensure technical and programmatic alignment.

The incumbent will be required to maintain solid, productive working relationships with USAID colleagues and senior members of other US government agencies. In addition, the Health Advisor will collaborate with mid- to high-level members of the host government, multi- and bilateral organizations, private sector entities, representatives of non-governmental organization, and other local and international groups.

## **Work Environment**

The primary place of work is USAID/Pacific Islands' satellite office in Port Moresby, Papua New Guinea (PNG), with travel within PNG and to the USAID/Philippines Office in Manila, Philippines.

## **V. MINIMUM QUALIFICATIONS**

To be considered for this position candidates must meet the following minimum qualifications:

1. Must be a United States citizen;
2. Must possess an advanced degree (Medicine or Masters or Ph.D.) or the equivalent in international public health, development, a health care-related discipline, or medicine.
3. Must have at least five (5) years of progressive professional experience in designing, implementing, managing, and monitoring health programs in a developing country context.
4. Must have experience providing technical advice to foreign government officials and managing project-based implementing partners.

## VI. EVALUATION/SELECTION CRITERIA

To be considered for this position, candidates must meet the minimum qualifications noted above. For candidates meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Candidates are required to **address each of the selection criteria on a separate sheet** describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement number at the top of each additional page.

**Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:**

### A. Education (10 points):

Minimum Master's degree or Ph.D. or Medical degree or the equivalent in international public health, development, a health care-related discipline, or medicine.

### B. Technical Knowledge and Work Experience (60 points):

(a) Must have at least five (5) years of progressive professional experience in designing, implementing, managing, and monitoring health programs in a developing country context. Experience working with HIV/AIDS programs strongly preferred. Knowledge and demonstrated competency in the design, management, and evaluation of HIV/AIDS projects is desirable. Experience related to HIV/AIDS prevention with high risk populations such as commercial sex workers and men who have sex with men and gender-based violence is desirable. **(30 points)**

(b) Direct work experience providing technical advice to foreign government officials and managing project-based implementing partners required. Demonstrated experience working with foreign counterparts, in-country program managers, policy makers, and a broad array of international health service providers and community leaders is desirable. **(20 points)**

(c) Direct work experience with an international organization and/or donor agency is required. Familiarity with U.S. Government policies desirable but not required. **(10 points)**

### C. Communication/Interpersonal Skills (30 points):

(a) Exceptionally strong interpersonal skills and abilities to work in a multi-cultural setting are required. Demonstrated ability to work across different agencies and with foreign government officials. Demonstrated ability to take initiative and work effectively on her/his own and as a member of a diverse team. **(20 points)**

(b) Strong computer, verbal, and writing skills required. Must be fluent in English (S-4/R-4) and have proven ability to communicate quickly, clearly, and concisely in both speech and writing. Must possess the ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context. The ability to produce concise, clear reports, and utilize word processing, spreadsheet, and database programs is required. **(10 points)**

**Maximum Evaluation Score: 100 points**

**12. START DATE**

Immediately, once necessary security and medical clearances are obtained.

**13. POINT OF CONTACT**

Irene Virginia Narag, Administrative Assistant, Regional Office of Acquisition and Assistance

**14. HOW TO APPLY**

To ensure consideration of your application for the intended position, please reference the solicitation number on your application, on the subject line in any email, on the cover letter, and any other attached pages.

The highest ranking candidates may be called for interviews. Applications must be received by the closing date and time at the address specified in the cover letter. Applications received after the date and time shall be considered late and may be considered at the discretion of the Contracting Officer.

We suggest you confirm that all documents submitted were received prior to the closing date and time of this notice.

**Qualified individuals are requested to submit the following as an application package:**

1. Please send a completed and signed Application for Federal employment (OF-612). Forms available at the USAID website, <http://www.usaid.gov/forms/>; <http://transition.usaid.gov/forms/OF612.pdf> and <http://federalgovernmentjobs.us/form.html>
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A brief annex to the resume or curriculum vitae (maximum of 5 pages) that demonstrates how prior education, experience and/or training addresses the minimum qualifications and evaluation factors by which applicants will be ranked;

4. A three to five page writing sample must be included in the application to demonstrate written, English language ability. Note that the writing sample may be an excerpt of a larger work and need not be specifically written for this solicitation.
5. A written statement on the date when the applicant can begin work and confirming availability for the contract period of performance indicated in Section 6, Period of Performance, not including options, if any.
6. A separate document providing three professional references with complete contact information including: address, email addresses and mobile telephone numbers and relationship to applicant. USAID reserves the right to contact all references.

## **15. WHERE TO APPLY**

Applications must be submitted by email (preferred), US Mail, International Courier (DHL, FedEx or other) no later than **January 8, 2014 at 3:00PM, Manila, Philippines Local Time**.

### **A. E-MAIL APPLICATION**

**Electronic submissions will be accepted for this solicitation.** Please be advised that the US Government **will not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission as received. USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risks related to an electronic submission.

Please indicate the Solicitation Number on the subject of your email to [manila-roaa-rfp@usaid.gov](mailto:manila-roaa-rfp@usaid.gov) with a copy to [inarag@usaid.gov](mailto:inarag@usaid.gov)

### **B. U.S. MAIL (DIPLOMATIC POST OFFICE)**

**USAID/Philippines  
Regional Office of Acquisition and Assistance  
Attn: Irene Virginia Narag  
SOL-492-14-000002  
Unit 8600 Box 1700  
DPO AP 96515-1700  
(ALLOW 3 WEEKS FOR DELIVERY)**

**C. INTERNATIONAL MAIL**

**USAID/Philippines  
Regional Office of Acquisition and Assistance  
Attn: Irene Virginia Narag  
SOL-492-14-000002  
Annex 2 Building  
U.S. Embassy Manila Compound  
1201 Roxas Boulevard,  
1000 Ermita, Manila, Philippines**

**16. BENEFITS**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances listed in this section:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance (except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse's Government health insurance policy and retired U.S. Government employees shall not be paid additional contributions for health or life insurance under this contract)
- Pay Comparability Adjustment, if applicable
- Annual Performance Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave
- Access to Embassy medical facilities and pouch mail service as per post policy

**17. ALLOWANCES (If Applicable):**

- Temporary Lodging Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Post (Cost of Living) Allowance (Section 220)(currently 25% for Port Moresby, Papua New Guinea-Percentage of Spendable Income)
- Supplemental Post Allowance (Section 230)
- Post Differential (Chapter 500)(currently 30% for Port Moresby, Papua New Guinea of Basic Compensation)
- Payments during Evacuation/Authorized Departure (Section 600) and;
- Danger Pay (Section 650)
- Education Allowance (Section 270)
- Separate Maintenance Allowance (Section 260)
- Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

**18. FEDERAL TAXES**

USPSC are required to pay Federal Income Taxes and contribute to FICA and Medicare

**19. LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at: <http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Standard Form OF-612
- \*2. DS-6561 Physical Examination
- \*3. SF-86 Questionnaire for National Security
- \*4. FD 258 Finger Print Card
- \*5. AID 500-4 Fair Credit Reporting Act of 1970, as amended
- \*6. AID 500-5 Notice Required by the Privacy Act of 1974
- \*7. AID 610-14 Authority for Release of Information
- \*8. AID 6-85 Foreign Activity Data (AID 6-85a continuation page)
- \*9. AID 6-1 Request for Security Action

**NOTE:**

**\* These forms shall only be completed upon the advice of the Contracting Officer if an applicant is the successful candidate for the job.**

- 20.** Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at: [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

(END OF SOLICITATION)