



USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

Solicitation Number: 623-KE-08-020-RFP for PSC Supervisory HIV/AIDS Senior Prevention Advisor

Issuance Date: Tuesday March 11, 2008

Closing Date: Friday, April 11, 2008, 0900 hours Kenya Time

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from U.S. citizens interested in providing the personal services described in this solicitation. Submissions shall be in accordance with this request for proposal and at the place and time specified herein.

Interested applicants must submit: (i) his/her most current curriculum vitae or resume; (ii) signed OF 612 (an SF 171 is acceptable); and (iii) three (3) to five (5) references who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Form OF 612 must be signed and those submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures which accompany their submissions. Any attachments provided via email must be in, or compatible with Microsoft Word 2003 or Adobe Acrobat Portable Document Format (PDF)

Any questions regarding this solicitation should be submitted no later than Friday March 21, 2008 in writing to Bruce McFarland bmcfarland@usaid.gov and a copy to Margaret Rukwaro on mrukwaro@usaid.gov.

Electronic submission is required. All application packages are to be submitted to:

U.S. Agency for International Development
USAID/East Africa
P.O. Box 629
Village Market 00621
Nairobi, Kenya

Courier Address:
USAID/East Africa
c/o American Embassy
United Nations Avenue,
Gigiri,
Nairobi, Kenya

U.S. Postal Address:
USAID/East Africa
Unit 64102
APO AE 09831-4102

Tel: 254-20-862 2000
Fax: 254-20-862 2680 / 2682
<http://eastafrica.usaid.gov>

Via e-mail: To Bruce McFarland on bmcfarland@usaid.gov and a copy to Margaret Rukwaro on mrukwaro@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

Sincerely,

Bruce McFarland
Regional Contracting Officer

Attachment: Solicitation No. 623-KE-08-020-RFP

1. SOLICITATION NUMBER: 623-KE-08-020-RFP
2. ISSUANCE DATE: Tuesday March 11, 2008
3. CLOSING DATE: Friday, April 11, 2008, 0900 hours Kenya Time
4. POSITION TITLE: Supervisory HIV/AIDS Senior Prevention Advisor
5. MARKET VALUE: The position is classified at the equivalent of a GS 14 with an annual salary range of \$81,093 to \$105,420. Salary is not negotiable beyond this range.
6. WHO MAY APPLY: Applicants must be US Citizens (Offshore or Resident).
7. PERIOD OF PERFORMANCE: A base of two years with three annual options to extend up to a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.
8. PLACE OF PERFORMANCE: Nairobi, Kenya.
9. SECURITY ACCESS: Secret.
10. DIRECT SUPERVISOR: HIV/AIDS Team Leader, Office of Population and Health, USAID/Kenya, Nairobi.
11. SUPERVISORY CONTROLS: Work will be performed under the general direction of the HIV/AIDS Team Leader, Office of the Population and Health. Substantial interaction and direction from the OPH Chief, OPH team members, Assistant Mission Director and the Mission Director is anticipated.
12. POSITION DESCRIPTION:

POSITION TITLE

Supervisory HIV/AIDS Senior Prevention Advisor

I: BACKGROUND AND INTRODUCTION

BACKGROUND INFORMATION

The President's Emergency Plan for AIDS Relief (PEPFAR) initiative is the largest commitment ever by a nation toward an international health initiative for a single disease. Completing its first five-years, PEPFAR is a \$15 billion, multifaceted approach to combating the disease in more than 100 countries around the world. The strategy places an intensified approach on 15 focus countries in Africa, the Caribbean and Asia that represent approximately half the world's infections. The goal of the PEPFAR is to treat 2 million HIV-infected individuals, prevent 7 million new infections and to provide care and support for 10 million HIV-infected individuals and orphans. Although the five-year PEPFAR authorization will end in 2008, the program is

expected to continue for at least five more years. The U.S. President has already requested Congress to re-authorize the program for an additional five years and double the budget to \$30 billion.

Kenya is the second largest of the 15 focus countries in terms of funding. Under the Emergency Plan, Kenya is expected to receive over \$ 500 million in FY 08 to support a comprehensive HIV/AIDS prevention, treatment and care program. Funding levels allocated to the U.S. Agency for International Development for FY 08 is approximately \$325 million. USAID/Kenya's Office of Population and Health (OPH) is an integrated program that combines, HIV & AIDS, child survival, malaria, tuberculosis, population and maternal and child health activities.

PEPFAR targets established for Kenya are 180,000 new infections averted, 632, 800 people provided with palliative care and to provide ARV treatment for 240,000 people receiving antiretroviral therapy by the end of FY 08.

In Kenya, a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the US Ambassador. These agencies include USAID, the Centers for Disease Control and Prevention (CDC), the Peace Corps, the Department of State (DOS) and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV/AIDS program in Kenya combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office facilitates complementarities among the various activities by the USG agencies, host government and other HIV/AIDS donors in Kenya.

II: BASIC FUNCTIONS OF THE POSITION

This position is located in the OPH at USAID/Kenya, which has an approved staffing level of 34 full time staff. The incumbent will work as a member of the HIV/AIDS Team, responsible for the coordination of HIV/AIDS prevention activities managed by USAID/Kenya. Under the direct supervision of the HIV/AIDS Team Leader, the incumbent will serve as a key member of the USAID/Kenya OPH team.

The Supervisory HIV/AIDS Senior Prevention Advisor will be USAID/Kenya's leading technical expert in the area of behavior change and prevention of sexual transmission of HIV, working in close collaboration with other OPH team members, including USAID's education advisor and staff in USAID East Africa. Additionally, the incumbent will work closely with other PEPFAR team members, including technical experts from the CDC, DOD, Peace Corps and DOS. He/she will be responsible for overseeing the overall strategic direction, relevance, coverage and quality of the portfolio for all programs related to prevention of sexual transmission of HIV; and for the design, implementation and evaluation of related prevention activities implemented by USAID. Additionally, s/he will support initiatives on gender based violence, including the Women's Justice Empowerment Initiative pilot program, in collaboration with members of the Family Health Sub Team. S/he will also be responsible for ensuring the coherence and coordination of USAID's prevention activities with interventions funded by other agencies, including the CDC, the Department of Defense, and the Peace Corps by taking an active role in the Sexual Transmission Prevention Services Interagency Technical Team (ITT).

The incumbent will contribute to the development and preparation of the USG's interagency HIV/AIDS county operational plan; ad hoc reports; participate in interagency meetings; and consult and share information with Government of Kenya, development partners and other constituency groups. The incumbent will ensure that USAID activities are developed and implemented within Government of Kenya national policies, strategic frameworks and other guiding documents.

Additionally, the incumbent's duties include day-to-day program and technical activity management, including cognizant technical officer (CTO) duties for a variety of prevention programs, strategic planning, performance monitoring and evaluation, analysis of partner reports, and facilitation of HIV/AIDS prevention programs. S/he will collaborate with national government and local and international non-governmental organizations (NGOs). S/he will working collaboratively with USAID/Kenya implementing partners to manage technical activities by assisting in monitoring and evaluating performance; conducting progress review meetings and field visits; providing technical insight; recommending solutions to challenging issues; and reporting on USAID supported activities. In collaboration with other OPH staff and USG agency representatives, the incumbent will frequently assume responsibility for monitoring overall performance of select USAID implementing partners' HIV prevention programs. Additionally, as required, s/he will facilitate site visits for the U.S. Ambassador, USAID Mission Director, visiting VIP delegations, and other officials including those from host country. The incumbent will maintain relationships and represent USAID with senior and mid-level government officials to make sure that USAID supported activities are in line with Government of Kenya priorities, to provide updates on USAID programs and new developments, and to actively contribute to the identification of problems and solutions.

The incumbent will be expected to stay informed on new HIV prevention approaches and to keep USAID apprised on the status of prevention activities and issues. This may be accomplished through written reports, oral briefings, or by providing technical comments on other reports. The incumbent will supervise four foreign service national staff.

III: MAJOR DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Supervisory HIV/AIDS Senior Prevention Advisor include, but are not limited to, the following: A) Day-to-day management of prevention activities, including CTO responsibilities; B) Technical Assistance; C) Strategic Planning and Guidance; and D) Supervision and Leadership.

A. Conduct program management and coordinate prevention activities: (30%)

Under the direction of the HIV & AIDS Team Leader, the incumbent will be responsible for the following:

- Serve as CTO or Activity Manager, and conduct day-to-day management of specified prevention activities. Provide technical input on annual work plans for implementing partners and ensure these are consistent with current USG and GOK prevention priorities.
- Manage interactions with partners including helping to develop sustainable strategies to facilitate medium to long-term impact of partner activities, providing direction and capacity

strengthening, reaching agreement on follow-up actions with HIV/AIDS implementing partners regarding program activities and following through to ensure they are effectively carried out. Conduct regular site visits to review implementation of prevention programs and meet with beneficiaries. Based on information collected during field visits, communicate findings and recommendations for strengthening prevention interventions to the HIV/AIDS Team and, as appropriate, implementing partners and Kenya Government counterparts.

- Assist implementing partners to understand compliance with all relevant USAID regulations and procedures. Based on observations, assessment reports, performance statistics and other available data, make programmatic recommendations to PEPFAR Team.
- Coordinate USAID prevention portfolios with the national government's prevention strategy and with government, other donor and NGO prevention activities in Kenya.
- Initiate strategies to strengthen coordination and harmonization of state of the art prevention approaches and messages across USG-funded prevention activities.
- Analyze financial reports, including reporting on activity burn rates and pipelines and expenditure accruals, reviewing reports from partners with particular attention to activity and financial indicators.
- Provide technical and program assistance, including drafting briefing papers, cables, action memos, justifications, implementation letters, acquisition document, among others, for information and action for HIV/AIDS prevention activities.
- Coordinate with DOS, CDC, DOD and Peace Corps in planning and implementing USAID activities to ensure a comprehensive and responsive prevention program across agencies at all levels.
- In collaboration with other USG co-workers, maintain a regular schedule of project site visits. Make written recommendations for adjustments of program activities, as appropriate.
- Work closely with USAID partners to ensure that program achievements and lessons learned are disseminated to sector representatives. Maintain an up-to-date summary of all program technical and geographic areas. Play lead role in planning and conducting prevention partners meetings.
- Monitor the appropriate use of USG HIV/AIDS prevention funds.
- Maintain detailed and updated official project management files for each activity.

B. Serve as USAID/Kenya's lead technical expert in the areas of Behavior Change and prevention of HIV/AIDS, including male circumcision, gender issues, youth prevention, and counseling and testing. (30%):

Under the direction of the HIV & AIDS Team Leader, the incumbent will be expected to provide technical support and advice for comprehensive, state of the art HIV/AIDS prevention activities targeting adult, youth and at risk populations; counseling and testing; and gender issues related to HIV/AIDS. The incumbent will be responsible for the following:

- Assume a leadership role in the design of new prevention activities, and ensure these are consistent with current USG strategic directions for prevention activities.
- Provide programmatic and technical assistance for comprehensive HIV/AIDS prevention activities.

- Coordinate USAID and USG prevention portfolios with the national government's prevention strategy and with government, other donor and NGO prevention activities in Kenya. Initiate strategies to strengthen coordination and harmonization of prevention approaches and messages across USG funded prevention activities.
- Provide ongoing technical assistance, training and consultation on the development and implementation of HIV/AIDS prevention activities to USG activity managers and implementing partners, including assistance in the application of new data and research findings to program activities.
- Remain current in the developments in the field of prevention, particularly prevention for sexual transmission and advise on appropriate shifts in USG prevention strategy to respond to evolving epidemiological data.
- Ensure that best practices, evidence-based prevention approaches are incorporated into all USAID-funded programs. Working with other USG counterparts, organize learning events to update USG partners on and build their capacity in state-of-the-art approaches.
- Ensure that prevention efforts are linked in a network to testing, care and treatment programs.
- Collaborate with designated members of the prevention technical working group, support multi-sectoral programming and technical accuracy, particularly as it relates to achieving Office of the US Global AIDS Coordinator indicators.
- Develop and/or maintain linkages of prevention activities with other USG-funded activities, particularly for cross cutting programming opportunities.
- Prepare and write documents related to the assigned area of responsibility, including drafting briefing papers, COP entries, and reporting inputs.

C. Strategic Planning and Guidance (15%)

- Represent USAID/Kenya at technical, policy and strategic meetings, including with other collaborators and donor agencies, and serves on the U.S. Government interagency teams and committees managing PEPFAR funds and activities.
- Assist the monitoring and evaluation specialist with updating the Performance Monitoring Plan on an annual basis. Assume responsibility for verifying the data quality, tracking tools and use of HIV/AIDS performance indicators, in particular those provided through prevention activities.
- Participates in the development and preparation of annual PEPFAR Country Operational Plans and prepares significant parts of the HIV/AIDS sections of the Mission's semi-annual and annual report of program performance per OGAC requirements.
- Acts as a national resource in all matters pertaining to HIV & AIDS prevention.
- Undertakes evaluation visits nationally to further influence and benefit USAID/Kenya activities.
- Assists with the development of the Mission Strategic Plan and OPH's new five year strategy.

D. Supervision and Leadership (15%)

- Lead HIV/AIDS sub-team on Sexually Transmitted Prevention to ensure a cohesive and coordinated approach to partnerships under the PEPFAR that lead to achieving USG goals.
- Supervise staff, as designated by the HIV/AIDS Team Leader within the HIV/AIDS Team.

E. Other Duties as Assigned (10%)

The Supervisory HIV/AIDS Senior Prevention Advisor will assume the lead on and/or perform other tasks related to the planning, implementation, monitoring and evaluation of CDC Kenya activities in support of HIV/AIDS prevention in Kenya as requested by the HIV & AIDS Team Leader or OPH Office Director. The incumbent will also be listed on the U.S. Embassy duty roster and will occasionally perform Duty Officer responsibilities.

IV: POSITION ELEMENTS

a. Supervision Received:

- The Supervisory HIV/AIDS Prevention Advisor will work under the direct supervision of the HIV/AIDS Team Leader. The other USAID/Kenya Office of Population and Health (OPH) team members and the OPH Office Chief may provide technical guidance, as necessary.
- In collaboration with the incumbent, the immediate supervisor will (1) establish annual work objectives and performance measures; (2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; (3) provide regular feedback to incumbent throughout the Performance Evaluation Period; and (4) prepare the annual evaluation report, obtaining input from the appropriate USAID/Kenya and team members.
- The incumbent is expected to work with a certain degree of independence and therefore must be able to establish priorities, meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required for short periods of time. The incumbent must be proactive and self directed.

b. Available Guidelines: The incumbent is required to know and understand USAID/Kenya and Agency specific policies and procedures which govern Project Activity Management in addition to the USAID/Kenya established administrative operating procedures, policies and formats. Guidance from the immediate supervisor 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 HIV/AIDS activities including but not limited to the Automated Directives System (ADS) 200 series, USAID/Kenya Mission Orders and Notices and USG procurement regulations and USAID Program Strategy and Policy Documents.

c. Exercise Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his personal, well-informed judgment in devising innovating approaches to resolving technical, administrative and managerial 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 USAID/Kenya personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In

addition, considerable judgment is required in working effectively with counterparts from GOK Ministries and the private sector in overseeing contractor activity implementation and coordinating multi-sectoral efforts in support of USAID/Kenya's development objectives, and in collecting analyzing and reporting on progress of activities and recommending actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

- d. Authority to Make Commitments:** The incumbent will have no authority to make legally binding commitments on behalf of the U.S. Government to include commitment on obligation of funds. However, within his/her technical area of competence, s/he is expected to represent the USAID/Kenya OPH as regards to technical direction and guidance to implementing partners, as necessary. In this capacity, the incumbent is expected to make sound technical and program decisions.
- e. Nature, Level and Purpose of Contacts:** The incumbent will be required to maintain solid working relationships with USAID/Kenya employees to function effectively. The incumbent will be required to work closely with other USG agencies' staff, senior officials in Kenya Ministries and government, non-governmental officials, private sector representatives, and other foreign donor institutions. The established method of communication/contact will be in person, by phone or written communications. The purpose of the contact will be to: 1) maintain open lines of communication to support HIV/AIDS prevention issues; 2) maintain regular communications regarding the timely management of activity functions and procedures; 3) collect, obtain, and verify factual information pertaining to program/project planning and implementation; and 4) monitor and evaluate existing activities in HIV/AIDS on a regular basis. The purpose of contacts will range from routine information gathering to assisting in the development of complex programs and documents with various partners. Consultations between the incumbent and partners can be held for explaining and assisting with strategizing project proposals and objectives, securing cooperation, resolving programs, following up on the status of outstanding actions and remedial measures, obtaining or furnishing information and persuading USAID staff and counterparts to take actions and accept recommendations.
- f. Supervision Exercised:** The incumbent will provide technical and administrative supervision over a team of public health professionals and administrative staff working directly with USAID/Kenya. The incumbent will routinely be responsible for the direct supervision of at least four foreign service national staff, and may temporarily supervise additional staff, as needed.

In collaboration with the staff the incumbent supervises, the incumbent will (1) establish annual work objectives and performance measures; (2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; (3) provide regular feedback to staff throughout the Performance Evaluation Period; and (4) prepare annual evaluation reports, obtaining input from the appropriate USAID/Kenya and other team members.

g. Time required to Perform Full Range of Duties: The incumbent will be expected to attain proficiency in performing the full range of activities within 12 months.

h. Post Entry Training

- The incumbent is expected to possess the necessary training and skills required to perform the duties/responsibilities required for the position. Post entry training will focus primarily on USAID's established policies, procedures and regulations that govern: (1) USAID-specific Cognizant Technical Officer responsibilities/duties; (2) USAID-specific activity management and procurement systems; and (3) USAID-sponsored training in Project Design and Activity Management.
- Organized/formal training (both internal and external) may be provided from time-to-time depending on availability of program funds and when determined to be in direct support of program activities.

V: REQUIRED QUALIFICATIONS

a. Education: Possession of a Master's level or higher training in public health, social or behavioral science, health administration, or related field required.

b. Prior Work Experience:

- Minimum ten years' progressively responsible experience in public health project management is required with at least 7 years experience in HIV/AIDS strategy development and implementation, with specific reference to prevention of sexual transmission in diverse contexts;
- Minimum of five years work experience in international/resource poor settings;
- Demonstrated ability in strategic planning, program management and implementation, specifically within a developing country context;
- Comprehensive understanding of HIV/AIDS prevention and community-based initiatives, including program design, implementation and evaluation;
- Demonstrated experience producing high quality deliverables under tight timelines;
- Evidence of excellent interpersonal, facilitation and teambuilding skills/experience required;
- Strong working competency in computer applications to carry out management activities required;
- Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation;
- Demonstrated experience managing activities with comparable complexity and diversity;
- Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment;
- Demonstrated experience leading, positive, productive teams, exercising independent judgment and broad decision making authority;
- Excellent written and oral communication skills;
- Demonstrated ability to maintain close counterpart relationships, both governmental and in the partner community, is highly preferred; and

- Knowledge of or experience working with PEPFAR is highly desired.

c. Language Proficiency:

- Level IV (Fluent) in English is required.
- Excellent English language communication and writing skills required.

d. Knowledge:

- An in depth knowledge of concepts, principles and practices of HIV/AIDS prevention, programs is required.
- Comprehensive knowledge of state-of-the-art HIV/AIDS prevention program design and implementation and behavior change communication strategies.
- Experience with and/or knowledge of behavioral, social science issues relating to indigenous groups and the relationship to program design, implementation and evaluation.
- Comprehensive understanding of HIV/AIDS prevention and community based initiatives, including program design, implementation and evaluation.

e. Skills and Abilities:

- Ability to lead effective and productive teams;
- Ability to obtain, analyze and evaluate a variety of data;
- Ability to organize and present technical information in concise written and oral format;
- Ability to plan, develop, manage, and evaluate important and complex programs independently;
- Ability to provide technical information and advice in assigned areas objectively;
- Ability to follow oral instructions, and organize, prioritize and carry out assignments with minimal oversight;
- Demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (e.g. Microsoft Office, Excel, PowerPoint, etc);
- Ability to communicate evolving and sometimes sensitive information clearly, render advice with objectivity and operate efficiently and effectively in a multi-cultural organization.
- Ability to effectively multi-task and meet deadlines in a high performance team environment.
- Ability to establish and maintain contacts, as appropriate, with the host government and with other stakeholders (in order to explain USAID and PEPFAR specific project/program policies, objectives and procedures);
- Demonstrate excellent interpersonal skills in order to (1) facilitate productive professional relationships with other members of the USAID team in Washington and Kenya, with USAID/Kenya implementing partners, and with host country counterparts; (2) work calmly, tactfully and effectively under pressure; (3) demonstrate flexibility; (4) effectively manage more than one PEPFAR supported activity at a time; and (4) work effectively as a member of a culturally diverse team.

f. Physical Condition:

- The incumbent must be in good physical condition, willing and able to travel within Kenya by car and plane for extended periods of time, as requested or necessary. The applicant must provide a statement in their applications that they are in good physical condition

g. Other Criteria

- Ability to acquire and maintain a secret clearance
- Medical clearance (paragraph x below)

Applicants not meeting the required qualifications will not be considered.

VI: EVALUATION CRITERIA

A. Experience (30 points):

1. Progressive levels of managerial responsibility in HIV/AIDS prevention programming similar to Kenya's PEPFAR program and/or national governmental programs in one or more developing countries.
2. Progressively increasing responsibility in supervising staff in a complex environment.
3. Progressively increasing responsibility in managing large scale programs in a complex environment.
4. Experience in behavior change methodologies and their application to HIV/AIDS.

B. Technical Knowledge and Training (30 points)

1. Understanding the challenges of implementing HIV/AIDS prevention programs in the Kenya context or comparable setting.
2. Knowledge of state of the art HIV/AIDS prevention strategies and their effectiveness.
3. Developing comprehensive HIV prevention programs and implementing innovative approaches and best practices in HIV/AIDS prevention programs.

C. Communications/Interpersonal Skills (30 points):

1. Presentation and advocacy skills in interacting with senior levels in the public sector, host country officials, other USG agencies and other donors and implementing partners. Ability to communicate technical and policy issues clearly and effectively, verbally and in writing, to build consensus.
2. Team and implementation partnership building and strong interpersonal abilities. Fully capable of independent time management.

D. Education (10 points):

Satisfactory academic and professional reference checks.

Maximum Points Available: 100

VII: BASIS OF RATING

Applicants who meet the basic qualifications will be evaluated based on the criteria listed above. Applicants are strongly encouraged to address each of the criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards you have received that are relevant to each. Be sure to include your name, social security number, and the announcement number at the top of each additional page. Failure to address the minimum selective and/or quality ranking factors may result in your not receiving credit for all of your pertinent experience, education, training, and awards.

VIII: PERIOD OF PERFORMANCE

A base of two years with the possibility/option of three one-year extensions, up to a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

IX: SECURITY ACCESS: Secret.

X: MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

1. The successful applicant must receive medical clearance for serving in Kenya. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.
3. The successful applicant must be able to report to post in Nairobi, Kenya to assume duties promptly upon medical and security clearances being granted.

XI: COMPENSATION AND REIMBURSEMENT IN U.S. DOLLARS

1. Except to the extent reimbursement is payable in the currency of the Cooperating Country, USAID shall pay the contractor compensation after it has accrued and reimburse him/her in U.S. dollars for necessary and reasonable costs actually incurred by him/her in the performance of this contract.
2. The amount budgeted and available as personal compensation to the contractor is calculated to cover a calendar period of approximately 1 year which is to include: Vacation, sick, and home leave which may be earned during the Contractor's tour of duty (GP Clause 5).

XII: BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, an off-shore PSC is normally authorized the following benefits allowances (NOTE: an individual defined as a Resident Hire employee may only be eligible for certain benefits listed under item 1. below.)

1. BENEFITS

Employee's FICA & Medicare Contributions
Contribution toward Health & Life Insurance
Shipment and storage of Household effects
Shipment of POV (Private Own Vehicle)
Pay Comparability Adjustment
Annual Salary
Eligibility for Worker's Compensation
Annual & Sick Leave

2. ALLOWANCES (if applicable)*

- (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).

*Standardized Regulations (Government Civilians Foreign Areas)

3. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

4. APPLYING:

Qualified individuals are required to submit a U.S. Government Optional Form 612 (available at the USAID website, http://www.info.usaid.gov/procurement_bus_opp/procurement/forms or internet: <http://fillform.gsa.gov>, or at Federal offices)

5. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)/(CONTRACT INFORMATION BULLETINS (CIBs)) PERTAINING TO PSCs

CIB89-29 - Use of Gov't Bills of Lading for Transportation of PSC Effects

CIB93-17 - Financial Disclosure Requirements Under a Personal Services Contract (PSC)

CIB94-9 - Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB96-23 - Unauthorized Provision in Personal Services Contracts

CIB's for 1997

CIB97-16 - Class Justification for PSC with U.S. Citizens for Overseas Contracts of \$250,000 or Less
CIB97-17 - PSCs with U.S. Citizens or U.S. Resident Aliens Recruited from the U.S.
CIB97-19 - Advertising for Short-Term Personal Services Contracts

CIB's for 1998

CIB98-11 - Determining Market Value for PSCs Hired Under Appendix D, Handbook14
CIB98-12 - Guidance Regarding Advertisement of PSCs
CIB98-14 - Change in Required Application Form for USPSCs
CIB98-23 - Guidance Regarding Classified Contract Security & Contractor Personnel Security Requirements

CIB's for 1999

CIB99-15 - Changes to AIDAR Concerning Resident Hires and Deviations
CIB99-22 - PSC Policy

CIB's for 2000

CIB00-03 - 2000 FICA and Medicare Tax Rates for Personal 2000 FICA and Medicare Tax Rates for Personal Services Contracts (PSCs)
CIB00-08 - Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
CIB00-08(1) Revision of Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens, SUPPLEMENT

CIB 00-08S	Revision of Competitive Process-Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/00
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CIB's for 2001

CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01
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CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/01
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CIB 01-09	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01
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CIB 01-10 Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01

AAPDs for 2003

AAPD 03-11 Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03

AAPD 03-07 Instructions to Contracting/Agreement Officers on their Role in the Debt Revised Collection Process -- 09/30/04

AAPDs for 2004

AAPD 04-15 CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04

AAPD 04-13 Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04

AAPDs for 2005

AAPD 05-08 PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- 06/30/05

AAPD 05-02 Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05

AAPDs for 2006

AAPD 06-07 AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES – MAY 19, 2006

AAPD 06-08 AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006

AAPD 06-09 AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006

AAPD 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006

AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- September 12, 2006

AAPD 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- October 17, 2006

AAPDs for 2007

AAPD 07-02 Exceptions to FAR Requirements to Central Contractor Registration--SBU -- 04/09/07

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612 or SF 171.

* Standardized Regulations (Government Civilians Foreign Areas).