



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: Country Representative – Afghanistan  
Solicitation Number: SOL-OTI-14-000024  
Salary Level: GS-14 Equivalent: \$85,544 – \$111,203  
GS-15 Equivalent: \$100,624 – \$130,810  
Issuance Date: April 9, 2014  
Closing Date: April 30, 2014 (Deadline Extended)  
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Country Representative in Afghanistan under a personal services contract, as described in the attached solicitation.

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

**1. Complete resume.** In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

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

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**2. Supplemental document specifically addressing:**

Each of the four (4) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed, delivered, faxed, or emailed to:

GlobalCorps  
529 14th Street, NW, Suite 700  
Washington, DC 20045  
E-Mail Address: crafghan@globalcorps.com  
Facsimile: (202) 403-3911

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Travis Axton or Dominique Chittum  
Telephone Number: (202) 706-6115 or (202) 706-6110  
E-Mail Address: crafghan@globalcorps.com  
Website: www.globalcorps.com  
Facsimile: (202) 403-3911

Sincerely,

Cristina Sylvia  
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) Country Representative – Afghanistan

- 1. SOLICITATION NO.:** SOL-OTI-14-000024
- 2. ISSUANCE DATE:** April 9, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 30, 2014, 5:00 pm EDT (Deadline Extended)
- 4. POSITION TITLE:** Country Representative – Afghanistan
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-14 (salary range: \$85,544 – \$111,203) or GS-15 (salary range: \$100,624 – \$130,810) equivalent level, non-locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-14 or GS-15 level depending on qualifications, previous relevant experience, work history, salary history, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

Applicants who submit an application for the GS-14 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Panel (TEC) will not be considered for the GS-15 position if they have not submitted a separate application for the GS-15 position. Similarly, applicants who apply for only the GS-15 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the GS-14 position if they have not submitted a separate application for the GS-14 position. Applicants who are unsure should submit a separate application for each grade level.

- 6. PERIOD OF PERFORMANCE:** Two (2) years, with up to three (3) one-year option periods.

- 7. PLACE OF PERFORMANCE:** Afghanistan

**8. STATEMENT OF WORK**

**POSITION DESCRIPTION**

**BACKGROUND**

The Office of Transition Initiatives (OTI) was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief.

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Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high-level professionals and experts under personal services contracts (PSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the organization's programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 16 of this solicitation.

For more information about OTI and its country programs please see:  
<http://www.usaid.gov/political-transition-initiatives>

### **INTRODUCTION**

A successful political, security, and economic transition in Afghanistan is one of the United States government's top priorities. USAID/OTI is supporting this goal through implementation of a small grants program that aims to strengthen community capacities to support a peaceful political transition, to support peaceful electoral processes and outcomes, and to mitigate the impact of violence on peace and stability.

OTI implements clusters of community-focused small grants through a process-oriented approach with Afghan ownership of decisions and results. In OTI's programming, the project processes are as important as project outputs in contributing to the program's strategic goal of stabilization. The program utilizes both "soft" (e.g., community cohesion jirgas, outreach visits by district government; cultural and recreational activities) and "hard" (e.g., small-scale infrastructure) activities to strengthen linkages between vulnerable communities and positive community resiliencies and customary leadership, increasing community cohesion in the process. The program also supports national level activities in support of peaceful elections.

The Country Representative is a member of the DCHA/OTI Afghanistan/Pakistan (Af/Pak) Regional Team, and is based in Afghanistan as the senior OTI representative in the country.

Due to the changing nature of US Government presence in Afghanistan, after mid-2015, the position may require the contractor to work outside the country. The incumbent would need to be immediately available for frequent and possibly long-term temporary duty assignments to the

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Afghanistan region. The incumbent may be required to live in temporary quarters or in a hotel in a neighboring country for indefinite periods of time, and would receive applicable allowances at the rate in effect at the destination post at the time of travel. The incumbent must be prepared for uncertainty in regards to the length of time that will be required to remain in the Afghanistan region.

The Country Representative's principal responsibility will be development, oversight and management of DCHA/OTI's Afghanistan country program. The incumbent will be called upon to represent OTI's mission and programs to senior-level government officials, in-country visitors, senior officials from other bilateral donors, international organizations, and local government officials.

## **OBJECTIVE**

The objective of this position is to ensure that OTI has a highly-qualified Country Representative in the field that will represent OTI and fulfill the duties and responsibilities of the position.

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Country Representative requires teamwork, strong analytical and organizational skills, the exercise of good judgment, discretion and personal responsibility, and ability to communicate with a variety of interlocutors. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. S/he places a premium on building positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting his/her supervisor in responding to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner. The Country Representative is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Regional Team Leader for Afghanistan/Pakistan, and in consultation with the Washington-based OTI Contracting Officer's Representative (COR) the Country Representative will:

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**At the GS-14 level:**

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and objectives with the support of OTI staff, USAID, military personnel, the U.S. embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in-country, and linked to neighboring country programs;
- Oversee a team comprised of at least 4 USPSCs, several national staff, and a significant number of implementing partner staff, in multiple locations across the country, including Kabul. Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; approve leave requests and timesheets as well as training, travel and program and operations requests; and maintain staff morale in a difficult security and work environment;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- Prepare and maintain OTI program budgets for field operations;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- In collaboration with USAID, prepare operational plans including logistics and property use guidelines, closeout and hand-over plans, security procedures, contingency and evacuation plans;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- In close coordination with other DCHA offices and the USAID-Afghanistan Mission, develop an exit strategy and operational closeout plan;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate;

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- Serve as OTI's primary liaison with USAID personnel, U.S. Embassy staff, Ambassadors, military personnel, government officials, bilateral donors, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Develop and maintain collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- As requested by Embassies or USAID Missions, provide support for the design and execution of programs that follow OTI's quick impact programming model. Support to Embassies and USAID Missions may also include attendance and/or facilitation of program management processes for follow-on programming including but not limited to rolling assessments, strategy review sessions, program performance reviews and management reviews;
- Communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, and other donor organizations;
- Provide day-to-day programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI's program objectives;
- Provide recommendations to the Washington-based COR and/or the Regional Team Leader on implementing partner performance, the appropriateness of the partner's scope to OTI's country objectives, partner's budgets, and contract modifications;
- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract up to \$250,000 with OTI COR approval, in accordance with the ADS (USAID's Automated Directives System);
- Supervise staff in conjunction with the Regional Team Leader (e.g. Deputy Country Representative, Program Managers, Program Assistants, Program Admin Assistants, etc). Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests;
- Perform other duties as determined by the supervisor to ensure successful OTI program implementation.

**At the GS-15 level:**

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and

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objectives with the support of OTI staff, USAID, military personnel, the U.S. embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in-country, and linked to neighboring country programs;

- Build, oversee, and motivate a team comprised of at least 4 USPSCs, several national staff, and a significant number of implementing partner staff, in multiple locations across the country, including Kabul. Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; approve leave requests and timesheets as well as training, travel and program and operations requests; and maintain staff morale in a difficult security and work environment;
- Monitor and be well versed in local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- Prepare and maintain OTI program budgets for field operations;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- In collaboration with USAID, prepare operational plans including logistics and property use guidelines, closeout and hand-over plans, security procedures, contingency and evacuation plans;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- In close coordination with other DCHA offices and the USAID-Afghanistan Mission, develop an exit strategy and operational closeout plan;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate;
- Serve as OTI's primary liaison with USAID personnel, U.S. Embassy staff, Ambassadors, military personnel, government officials, bilateral donors, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Develop and maintain



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collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;

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- Communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, and other donor organizations;
- Manage day-to-day programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI's program objectives;
- Provide recommendations to the Washington-based COR and/or the Regional Team Leader on implementing partner performance, the appropriateness of the partner's scope to OTI's country objectives, partner's budgets, and contract modifications;
- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract up to \$250,000 with OTI COR approval, in accordance with the ADS (USAID's Automated Directives System);
- Supervise staff in conjunction with the Regional Team Leader (e.g. Deputy Country Representative, Program Managers, Program Assistants, Program Admin Assistants, etc). Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests;
- Perform other duties as determined by the supervisor to ensure successful OTI program implementation.

**SUPERVISORY RELATIONSHIP:**

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI Washington. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

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**SUPERVISORY CONTROLS:**

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI Washington. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision. Though this is a senior field-based position, the incumbent is expected to actively and proactively collaborate with OTI Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the Supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination of the convenience of USAID/OTI.

**10. PHYSICAL DEMANDS**

The work is at times physically demanding. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or the carrying of moderately heavy items.

**11. WORK ENVIRONMENT**

While in Afghanistan, the work may be performed in an office environment and/or on a military compound. The position also requires travel throughout the country of assignment, which may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**12. START DATE:** Immediately, once necessary clearances are obtained.

**13. POINT OF CONTACT:** See Cover Letter.

**EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION**

(Determines basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

The USAID Office of Transition Initiatives Country Representative post is a senior management position requiring excellent managerial and communication skills, an ability to perform in a complex and highly sensitive political environment, experience in policy formulation and negotiation at the highest levels (government and non-government organizations), and a strong interest in assisting countries in transition. The candidate must be mature, self-reliant, a team player, a problem-solver, and able to manage a diverse portfolio of grants. S/he should have extensive management experience (both project and personnel) and understand the basics of grantee and contractor/USAID relationships. S/he should be able to communicate effectively with grassroots organizations and their constituencies, national and local government officials, USG agencies, military personnel, and community, civil society and religious leaders. Since work may require continued changes in program direction and implementation, including

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frequent coordination, the individual will be someone who is highly flexible and willing to work under conditions of ongoing change.

Familiarity with a wide range of issues is necessary, including, but not limited to, community development, mediation/arbitration, conflict resolution, democracy/governance and human rights. Prior work experience with U.S. Government agencies and/or managing program operations in civil conflicts is preferred. Experience working with the military is a plus.

The successful candidate will possess excellent political analysis and reporting skills and the ability to operate with a high degree of autonomy, responsibility and authority in a highly stressful environment while exercising sound judgment in politically charged and challenging security environments.

At a **minimum**, the applicant must have:

**At the GS-14 equivalent level:**

- (1) Bachelor's degree and a minimum of **nine (9) years** of work experience;

**OR**

Master's degree and a minimum of **seven (7) years** of work experience;

**AND**

- (2) Minimum of **six (6) years** of project management experience with a USG foreign affairs agency, international or domestic assistance organization, or non-governmental organization, in community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) Minimum of **two (2) years** of overseas field experience working in one or more developing countries undergoing political transition;
- (4) A minimum of **two (2) years** of supervisory experience.

**At the GS-15 equivalent level:**

- (1) Bachelor's degree and a minimum of **eleven (11) years** of work experience;

**OR**

Master's degree and a minimum of **nine (9) years** of work experience;

**AND**

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- (2) Minimum of **seven (7) years** of project management experience with a USG foreign affairs agency, international or domestic assistance organization, or non-governmental organization, in community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) Minimum of **three (3) years** of overseas field experience working in one or more developing countries undergoing political transition;
- (4) A minimum of **three (3) years** of supervisory experience, of which at least **one (1) year** must include supervisor management experience (defined as supervising at least one other supervisor within an office, division, or team).

**SELECTION FACTORS**

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance within 120 days (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Ability to obtain a Department of State medical clearance within 120 days;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

**NOTE:** If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

**NOTE:** The selected must obtain Department of State medical clearance within 120 days after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

Due to anticipated program needs, individuals should be able to travel to post within 60 days after a contract is awarded.

**EVALUATION FACTORS**

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

In addition, applications (written and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills.

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*Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.*

- Factor #1      Demonstrated experience in the design and management of post-conflict, political transition, and/or emergency operation programs;
- Factor #2      Demonstrated team building skills evidenced by the ability to maintain team morale and unity in a challenging security environment with the lack of usual infrastructure and amenities;
- Factor #3      Demonstrated experience interacting with and representing an organization to U.S. government agencies, donor and international organizations, and local counterparts, including beneficiaries; and
- Factor #4      Demonstrated experience in contract and grant management, including overseeing and monitoring a non-Federal organization implementing an assistance activity under a Federal contract, grant, or cooperative agreement.

**BASIS OF RATING:** Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

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

Evaluation Factors have been assigned the following points:

- Factor #1 – 25
- Factor #2 – 20
- Factor #3 – 15
- Factor #4 – 10
- Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

**Total Possible Points: 100**

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The Evaluation Factors are worth 70 out of 100 points. Be sure to fully respond to each of the Evaluation Factors and include all relevant experience, training, and/or education in your responses. Sample Evaluation Factors are provided on the GlobalCorps website at [www.globalcorps.com](http://www.globalcorps.com).

The most qualified candidates may be interviewed and required to provide a writing sample. OTI will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

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

2. Supplemental document specifically addressing:

Each of the four (4) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and

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accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Additional documents submitted will not be accepted.

By submitting your application materials, you agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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

**DOCUMENT SUBMITTALS**

**Via mail:** GlobalCorps, 529 14th Street, NW, Suite 700, Washington, D.C. 20045

**Via facsimile:** (202) 403-3911

**Via email:** crafghan@globalcorps.com

*Please note in your document submittal where you heard about this position.*

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS 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 application.

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS**

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

[https://acquisition.gov/far/current/html/52\\_200\\_206.html](https://acquisition.gov/far/current/html/52_200_206.html)

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at: <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml> or at <http://www.usaid.gov/forms/>

1. Federal Employment Application (OF-612).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).

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5. Finger Print Card (FD-258).

Forms 1 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

**AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY**

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

**FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS**

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 to the solicitation.

**BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

Employer's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Annual Increase (pending a satisfactory performance evaluation)  
Eligibility for Worker's Compensation  
Annual & Sick Leave

**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).



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\* Standardized Regulations (Government Civilians Foreign Areas).

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

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

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**ATTACHMENT 1**

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10**  
**PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY  
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

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

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

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

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

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

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

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

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

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

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

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

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**ATTACHMENT 2**

**FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).**

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;

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- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
  - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
  - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.