



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Learning Specialist or
OTI Senior Learning Specialist (Multiple Positions)
Solicitation Number: SOL-OTI-12-000050
Salary Level: GS-13 Equivalent: \$89,033 – \$115,742
GS-14 Equivalent: \$105,211 - \$136,771
Issuance Date: September 28, 2012
Closing Date: October 29, 2012 (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 (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as an OTI Learning Specialist or Senior Learning Specialist 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 and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

2. Supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

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.

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Incomplete or unsigned applications will not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

GlobalCorps
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: learningspec@globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

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:

Ian Reese or Stephanie Hsu
Telephone Number: (202) 706-6109 or (202) 706-6110
E-Mail Address: learningspec@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Learning Specialist/Senior Learning Specialist
(Multiple Positions)
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Solicitation for U.S. Personal Service Contractor (PSC) OTI Learning Specialist/Senior Learning Specialist (Multiple Positions)

1. SOLICITATION NO.: SOL-OTI-12-000050

2. ISSUANCE DATE: September 28, 2012

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: October 29, 2012, 5:00 pm EDT (Deadline Extended)

3. POSITION TITLE: OTI Learning Specialist or
OTI Senior Learning Specialist

5. MARKET VALUE: This position has been designated as a “tandem” position. USAID intends to fill this position at the GS-13 (\$89,033 – \$115,742) and/or GS-14 equivalent level (\$105,211 - \$136,771 per year), Washington, DC locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-13 or GS-14 level depending on qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

The title of the position at the GS-13 level will be “Learning Specialist.” The title of the position at the GS-14 level will be “Senior Learning Specialist.”

NOTE: 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-13 position if they have not submitted a separate application for the GS-13 level. Similarly, applicants who apply for the GS-13 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the higher graded positions if they have not submitted a separate application for the GS-14 level. **Applicants who are unsure of which grade level they meet the minimum qualifications should submit separate applications for both the GS-13 and the GS-14 positions.**

6. PERIOD OF PERFORMANCE: 2 years, with 3 option years

7. PLACE OF PERFORMANCE: Washington, D.C.

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

USAID’s Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for

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priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local, indigenous partners advance peace and democracy in priority conflict-prone countries by providing 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. 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 local partners such as civil society groups (non-governmental organizations or informal community groups), local governments, private businesses, media groups, and others, through identification of quick-impact community self-help projects to meet urgent economic needs; development of initiatives to promote national reconciliation; re-integration of ex-combatants into civilian society; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public understanding and participation in their country's political process.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office'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 14 of this solicitation.

For more information about OTI and its country programs please see: <http://usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

INTRODUCTION

The Applied Best Practices & Coordination Team's Learning & Training Unit (ABC/LTU) aims to build the knowledge, skills and abilities of OTI staff to continually improve both country program performance as well as their own professional performance.

The Learning and Training Unit (LTU) supports OTI's mission to provide fast, flexible, short-term assistance targeted at key political transition and stabilization needs by building the knowledge, skills, and abilities of OTI staff to continually improve both country program performance as well as their own professional development. The LTU does this by: designing and providing innovative learning solutions that are adapted to OTI's fast-paced, global needs; developing and facilitating learning and training events; and providing support services, referrals and administrative assistance that permits OTI's primarily USPSC staff to benefit from other USAID and external training opportunities.

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The LTU coordinates closely with ABC's two other units that are focused on Monitoring and Evaluation (M&E), and on Innovation through the application of technology—including OTI's new knowledge management platform, mapping, data visualization, and other analytic tools—to continually improve OTI country program analysis, management and performance. The LTU will ensure the effective integration of lessons and knowledge into OTI's learning and training resources. The LTI will coordinate closely with other units, teams, and divisions within OTI to achieve these goals.

OTI's Learning Specialist/Senior Learning Specialist position provides support and guidance for program implementation, staff training and mentoring, assessments, and the development and application of lessons learned. The Learning Specialist/Senior Learning Specialist will be supervised by the Office of Transition Initiatives (OTI) Team Leader of the Applied Best Practices and Coordination (ABC) Team, or his/her designee.

The Learning Specialist/Senior Learning Specialist will support OTI staff, implementing partner staff, and other key players working in rapidly changing environments to have the information and training they need to support and start up new programs, work with beneficiaries, and manage and close out activities effectively and efficiently. This position will be in direct support of political transition program implementation. The Learning Specialist/Senior Learning Specialist will lead the ABC team's Learning and Training Unit (LTU), under OTI's Program, Learning, and Innovation (PLI) division. The Learning Specialist/Senior Learning Specialist will ensure OTI's learning and training efforts are field-focused, effective, integrated, and accessible and coordinated with other USAID learning and training opportunities.

OBJECTIVE

To provide direct support in political transition program implementation under OTI's Program, Learning and Innovation division.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the OTI Learning Specialist/Senior Learning Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the OTI Learning Specialist/Senior Learning Specialist requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The OTI Learning Specialist/Senior Learning Specialist is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce. S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The OTI Learning Specialist/Senior Learning Specialist is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The OTI Learning/Senior Learning Specialist has a strong sense of responsibility, service-

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oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner. The OTI Learning Specialist/Senior Learning Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The incumbent serves as OTI's principal expert on learning and training issues related to building the knowledge, skills, and abilities of OTI staff to improve both country program performance as well as their own professional performance. The tasks and priorities will evolve in accordance with the requirements of OTI and will be determined in consultation with the supervisor.

Working with colleagues across the organization, the OTI Learning Specialist/Senior Learning Specialist's duties will include:

At the GS-13 Learning Specialist level:

- Play a supporting intellectual role in the formulation and implementation of OTI's worldwide learning and training strategy, including supporting the supervisor with management, logistical, budget, administrative, human resources, and contractual support.
- Increase OTI staff members' application of best practices and lessons learned by organizing and planning programs to address knowledge gaps.
- With supervisor clearance, disseminate regular announcements to OTI's worldwide staff regarding relevant training opportunities.
- Support the design, development and delivery of innovative learning and training solutions that are well adapted to OTI's fast-paced, global needs.
- Collaborate with supervisor to advise on the provision of support services, referrals and administrative assistance that enables OTI's staff to benefit from other USAID and external training opportunities. Additional responsibilities include liaising with other parts of the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA) and Agency on training requests, requirements and opportunities.
- Assist with OTI's training development budget, in close coordination with supervisor, the ABC Team Leader and Transition Specialist and/or Program Manager. Seek out additional funding from other sources for developing on-line trainings—or other innovative approaches—for OTI and other Agency staff working in transitional environments.
- Serve on inter- and intra-agency working groups on learning and training on transitional assistance and/or working in complex, crisis and transitional environments if/when required.
- Develop and maintain collaborative relationships with all parts of OTI. Coordinate closely with the rest of the ABC team and PLI division, OTI's Field Programs Division, and OTI's

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Operations and Management Division to ensure the effective integration of lessons and knowledge into OTI's learning and training resources.

- Assist in implementation of a proposed means of monitoring and evaluating the learning and training efforts, including generating feedback that will help shape future learning and training.
- With the ABC Learning Training Unit Administrative Program Assistant, track all employee required and completed trainings. Collaborate with OTI/OMD's Human Resources and Administrative Support (HR/A) team during the new or transitioning employee onboarding process to ensure smooth handover.
- If required by the ABC Team Leader, serve as ABC Learning Unit leader. This would require that the incumbent: Supervise, lead, mentor and manage the ABC Learning Training Unit in Washington headquarters, including a Trainer, an Administrative Program Assistant, and others if required by the ABC team leader. 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. Take supervisory and related training as required by OTI.
 - When required, carry out higher representational responsibilities, including serving as acting ABC Team Leader, for example.
 - Perform other duties and activities as required as related to the scope of work herein.

At the GS-14 Senior Learning Specialist level:

- Play a leading intellectual role in the formulation and implementation of OTI's worldwide learning and training strategy, including the effective oversight of management, logistical, budget, administrative, human resources, and contractual support.
- Increase OTI staff members' application of best practices and lessons learned, defining demonstrated gaps in staff members' collective knowledge and developing methods to address these gaps.
- Oversee the dissemination of regular announcements to OTI's worldwide staff regarding relevant training opportunities.
- Create office policies on learning and training and oversee the design, development and delivery of innovative learning and training solutions that are well adapted to OTI's fast-paced, global needs.

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- Oversee the provision of support services, referrals and administrative assistance that enables OTI's staff to benefit from other USAID and external training opportunities. Additional responsibilities include liaising with other parts of the DCHA bureau and Agency on training requests, requirements and opportunities.
- Oversee OTI's training development budget, in close coordination with the ABC Team Leader and Transition Specialist and/or Program Manager. Seek out additional funding from other sources for developing on-line trainings—or other innovative approaches—for OTI and other Agency staff working in transitional environments.
- Serve on inter- and intra-agency working groups on learning and training on transitional assistance and/or working in complex, crisis and transitional environments if/when required.
- Develop and maintain collaborative relationships with all parts of OTI. Coordinate closely with the rest of the ABC team and PLI division, OTI's Field Programs Division, and OTI's Operations and Management Division to ensure the effective integration of lessons and knowledge into OTI's learning and training resources.
- Conceptualize and design a proposed means of monitoring and evaluating the learning and training efforts, including generating feedback that will help shape future learning and training.
- Ensure that the ABC Learning Training Unit tracks all employee required and completed trainings. Collaborate with OTI/OMD's Human Resources and Administrative Support (HR/A) team during the new or transitioning employee onboarding process to ensure smooth handover.
- Supervise, lead, mentor and manage the ABC Learning Training Unit in Washington headquarters, including a Trainer, an Administrative Program Assistant, and others if required by the ABC team leader. 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. Take supervisory and related training as required by OTI.
- When required, carry out higher representational responsibilities, including serving as acting ABC Team Leader, for example.
- Perform other duties and activities as required as related to the scope of work herein.

SUPERVISORY RELATIONSHIP:

The Learning Specialist/Senior Learning Specialist will take direction from, and will report to, the Applied Best Practices and Coordination (ABC) Team Leader or his/her designee.

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SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop strategies, projects, deadlines and work objectives to be accomplished. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

10. PHYSICAL DEMANDS

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

11. WORK ENVIRONMENT

Work is primarily performed in an office setting. During deployment on Assessments, Country Start-ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work 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 Learning Specialist/Senior Learning Specialist must possess sound judgment, excellent communication, interpersonal, and analytical skills, and a developed understanding of transitional assistance, complex, and crisis environments. The successful candidate must have a strong interest in both organizational learning and individual training and skill-building, as well as improving country program performance and individual professional performance. Since work may require continual changes in strategic direction and implementation, including frequent coordination across a wide range of key stakeholders, the individual will be highly flexible, responsive to new initiatives and priorities, and willing to work under conditions of ongoing change, as part of a team dedicated to effective change management. Further, the Learning Specialist/Senior Learning Specialist should be experienced in managing all aspects of learning and training strategy design, development, implementation, management, and administration, in order to effectively mentor and manage ABC/Learning and Training Unit staff. The Learning Specialist/Senior Learning Specialist may also be required to supervise staff for a portion of or the duration of the contract, and is expected to lead, manage, motivate, mentor and train staff to

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ensure they meet the requirements of their positions, effectively support OTI's mission, and are provided with professional development opportunities.

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

At the GS-13 Learning Specialist level:

- (1) Master's degree with significant study in or pertinent to the specialized field, including Organization Development, International Training, International Relations, International Development, Peace building, Conflict Resolution or a related field;

OR

- (2) Bachelor's degree and a minimum of **seven (7) years** of progressively responsible work experience;

AND

- (3) A minimum of **five (5) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization where the applicant's work included focus on organization, program or individual learning and/or training solutions, systems and strategies;
- (4) A minimum of **one (1) year** of overseas field experience living and working in conflict-prone, transition, crisis, or developing countries;
- (5) A minimum of **two (2) years** supervisory experience.

At the GS-14 Senior Learning Specialist level:

- (1) Master's degree with significant study in or pertinent to the specialized field, including Organization Development, International Training, International Relations, International Development, Peace building, Conflict Resolution or a related field;

OR

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

AND

- (3) A minimum of **seven (7) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization where the applicant's work included focus on organization, program or individual learning and/or training solutions, systems and strategies;
- (4) A minimum of **one (1) year** of overseas field experience living and working in conflict-prone, transition, crisis, or developing countries;
- (5) A minimum of **two (2) years** supervisory experience.

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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 and hand-signed federal form OF-612 submitted (**see detailed instructions under "Applying"**);
- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance is required prior to issuance of the contract for this position.

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.)

- | | |
|-----------|---|
| Factor #1 | Demonstrated ability to play a leading role in the conceptualization, formulation and implementation of an organization's learning strategy, including innovative training delivery solutions for geographically dispersed staff; |
| Factor #2 | Management experience in coordinating and collaborating across an organization with staff in different locations, as well as a demonstrated ability to work as part of a team; |
| Factor #3 | Demonstrated ability to gather and synthesize key themes or lessons--from a variety of sources—and incorporate them into the design of trainings, learning opportunities or resources; |
| Factor #4 | Demonstrated facilitation skills, including providing learning and training services in a broad variety of settings, domestic, international and virtual; |
| Factor #5 | Strong interpersonal skills, and written and oral communication skills; |
| Factor #6 | Demonstrated ability to consistently and independently perform in a complex, high-pressure environment. |

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

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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 – 20
- Factor #2 – 15
- Factor #3 – 10
- Factor #4 – 10
- Factor #5 – 10
- Factor #6 – 5
- Total Possible – 70 Points

Interview Performance – 30 points

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

Total Possible Points: 100

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.

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:

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1. A complete U.S. Government Optional Form 612 with hand-written signature, including OF-612 continuation sheets as needed (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.

Dates (months/years) and locations for all field experience must also be detailed.

2. A supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

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.

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

DOCUMENT SUBMITTALS

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

Via facsimile: (202) 403-3911 or (202) 403-3941

Via email: learningspec@globalcorps.com

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

NOTE: If a temporary or full secret security clearance is not obtained within four months after offer acceptance, the offer may be rescinded.

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.

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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://www.acquisition.gov/far/current/html/52_200_206.html

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. Optional Form 612.
2. Medical History and Examination Form (DS-6561). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 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://transition.usaid.gov/business/business_opportunities/cib/subject.html#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.

BENEFITS/ALLOWANCES:

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

BENEFITS:

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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).

* 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/c23002.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

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DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

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

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

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

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting 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).