



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Program Officer – Afghanistan
Solicitation Number: SOL-OTI-12-000031
Salary Level: GS-11 Equivalent: \$50,287 - \$65,371
GS-12 Equivalent: \$60,274 - \$78,355
Issuance Date: June 1, 2012
Closing Date: June 18, 2012
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 a Program Officer 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 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 on a separate sheet 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: afghanpo@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:

Stephanie Hsu or Josh Litwin
Telephone Number: (202) 706-6110 or (202) 706-108
E-Mail Address: afghanpo@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) OTI Program Officer – Afghanistan

1. SOLICITATION NO.: SOL-OTI-12-000031

2. ISSUANCE DATE: June 1, 2012

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: June 18, 2012, 5:00 pm EDT

4. POSITION TITLE: OTI Program Officer

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-11 (Salary Range: \$50,287 - \$65,371) or GS-12 (salary range: \$60,274 - \$78,355, equivalent level, non-locality pay). The actual salary of the successful candidate will be negotiated within the pay range of the GS-11 or GS-12 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.**

Extension of the contract is not guaranteed. (There is no promotion potential in this contract between grade levels, though candidates may apply for the higher level positions when they feel they meet the minimum qualifications for those levels, if/when the position is being advertised again in the future.)

NOTE: Applicants who submit an application for the GS-12 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-11 position if they have not submitted separate applications for them. Similarly, applicants who apply for only the GS-11 position even though they might meet the minimum qualifications for the GS-12 position will not be considered for the higher graded positions if they have not submitted separate applications for each of them. Applicants who are unsure of which grade level they meet the minimum qualifications should submit a separate application for each grade level.

6. PERIOD OF PERFORMANCE: 2 years, with up to three one-year options

7. PLACE OF PERFORMANCE: Afghanistan

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 priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI

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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 16 of this solicitation.

Stabilization programming in Afghanistan is one of the United States government's top priorities. This program will actively work to support counterinsurgency operations, development in crisis prone areas of the country, and the Afghan government.

For more information about OTI and its country programs please see: http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/

INTRODUCTION

In July 2009, USAID's Office of Transition Initiatives (OTI) launched the first phase of its current program in Afghanistan to support the U.S. Government's stabilization and reconstruction initiatives. The objective of the Afghanistan Stabilization Initiative (ASI) was to address instability by fostering and strengthening conditions that build links between the Government of the Islamic Republic of Afghanistan (GIROA) and local Afghan communities. In close coordination with the International Security Assistance Force (ISAF), the OTI program has increasingly supported communities in violence-prone areas where stabilization projects are needed most.

In March 2012, OTI began the second phase of OTI's current engagement in Afghanistan. Through the Community Cohesion Initiative (CCI), USAID/Office of Transition Initiatives

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(OTI) seeks to improve stability in areas vulnerable to insurgent exploitation in order to create an enabling environment for sustainable peace and traditional development programs by (1) strengthening ties between local actors, customary governance structures, and the Government of the Islamic Republic of Afghanistan (GIROA) and (2) empowering community-based resiliencies to mitigate sources of instability.

Grounded in the principle that durable stability is a result of local will, empowerment, initiative, and leadership, OTI designs and implements clusters of small grants through a process-oriented, community driven approach. In OTI programming the project processes are as important as project outputs in contributing to the program's strategic goal of stabilization. OTI utilizes both "soft" (community-leadership shuras, District Governor outreach visits) and "hard" (small scale infrastructure) activities to strengthen linkages between communities vulnerable to insurgent exploitation and positive GIROA influencers. Community resiliencies are strengthened by improving their ability to resolve issues, promote viable economic activity, and communicate effectively within the community and with various government entities.

OBJECTIVE

The objective of hiring for this position is to support the OTI/Afghanistan team in the development, oversight and management of the OTI/Afghanistan program.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the OTI Program Officer requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the OTI Program Officer requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The OTI Program Officer 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 Program Officer 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 Program Officer has a strong sense of responsibility, service-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 Program Officer is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The OTI Program Officer is a member of the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Afghanistan/Pakistan Regional Team, is based in Kabul, Afghanistan, and reports to the OTI Country Representative (CR) or his/her designee, which may include the Deputy Country Representative (DCR). This post is not a family-accompanied post and does not

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allow minor or adult dependents, although a separate maintenance allowance will be authorized for incumbents with dependents.

Under the direct supervision of the OTI CR or his/her designee (e.g. the OTI DCR), the Program Officer will:

At the GS-11 equivalent level:

- Serve as the primary field contact for the OTI/W-based Contracting Officer Representative (COR). Maintains primary responsibility for field oversight of the implementing partner (IP) budget. Periodically reviews IP budget status with OTI/Afghanistan management, including the OTI Country Representative (CR) and OTI Deputy Country Representative (DCR). Ensure that issues related to pipeline, funding and other critical financial issues are brought to the attention of OTI/Afghanistan management.
- If required, serves as acting Senior Field Program Manager (S/FPM) or DCR in his/her absence. May cover for the Monitoring and Information Officer (MIO)s in their absence if not covered by S/FPM.
- Provide regular reporting, through OTI or USAID standard reporting mechanisms and other means on issues related to atmospherics, the general political situation and OTI's activities in Afghanistan. Responsible, in collaboration with the Implementing Partner, for the development of Quarterly Reports. Provide overviews of patterns and trends, keeping the OTI DCR and CR current on issues. Assist the OTI DCR and CR with the communication of this information to OTI Washington (OTI/W). Respond to ad hoc taskers as required.
- Responsible for the overall monitoring of quality, timeliness, and consistency of IP data input into the OTI activity database in collaboration with the OTI/Washington COR and OTI/Afghanistan Monitoring and Information Officer. Conduct regular reviews of program and financial data in the database, including but not limited to reviewing the output indicators, fund allocations, and grant statuses. Monitor and coordinate IP's input into the USAID/Afghanistan information database.
- Prepare agendas and briefings for official USG visitors seeking information on humanitarian issues/stabilization activities. As requested, assist in the management of visitors and guests, including congressional delegations, TDY personnel and other USG officials. This may include coordination and/or management of the logistics for their visits, including the development of travel schedules and the preparation of briefing materials by OTI's program team, and, if required, accompanying delegations on field trips to ensure that adequate logistical support is provided.
- Assist the OTI DCR with the organization of Strategy Review Sessions (SRS), Program Performance Reviews (PPRs), Management Reviews or similar events. If required, prepare agenda content and possibly logistics/administrative arrangements for these events.

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- Assist the OTI DCR in the development and provision of training modules and products for field staff (including U.S. and Foreign National staff working with OTI and the Implementing Partner)) as needed to ensure a full understanding of interagency relationships, OTI systems, policies, procedures, regulations and other important Afghanistan-specific conditions that will affect their work. The Program Officer is responsible for assisting or developing content development and delivery of these trainings.
- Manage the OTI response to program or other audits with guidance from the DCR if required. Work with the auditors, IP, USAID's Office of Financial Management (OFM) and OTI/W to provide input and prepare OTI's responses to audit recommendations. Regularly review the audit status with the OTI DCR and help to ensure that audit findings and recommendations are implemented.
- Supports the OTI Senior Field Program Manager or DCR with IP reporting, database, grant processing, monitoring and evaluation and communications.
- Support the OTI DCR with monitoring and evaluation, working closely with the field-based OTI Monitoring and Information Officers (MIOs), IP and any third party monitoring and evaluation organizations utilized by OTI, for developing and managing monitoring and evaluation systems and processes. As needed, liaise closely with the USAID Stabilization Unit and its M&E contractor to eliminate duplication and economize on OTI resources devoted to M&E. Travel to project sites and/or District Support Team (DST) locations to review, monitor and assist in providing support to OTI's M&E efforts as appropriate.
- Responsible for the quality and quantity of communications and outreach products generated by the IP and OTI/Afghanistan. Interface with OTI field-based MIO and IP staff in the development of communication products. Assist the OTI CR and DCR in representing the program to the USAID/Afghanistan Mission or external audiences. As necessary, work closely with the USAID Development Outreach Communications Specialist (DOCS) and OTI/W staff. Independently draft OTI program success stories.
- As necessary, serve as the point person for OTI with the USAID Mission on policy issues and new guidance (e.g. gender, Operational Plan). Provide program/policy guidance to the OTI/Afghanistan Country Team and IP staff, identifying best practices, and ensuring the overall quality and effectiveness of the program.
- Perform other duties as determined by the DCR and/or CR.

At the GS-12 equivalent level:

Perform the same duties as the GS-11 level but with less supervision, greater decision-making authority, and less restricted independence of action.

- Serve as the primary field contact for the OTI/W-based Contracting Officer Representative (COR). Maintain primary responsibility for field oversight of the

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implementing partner (IP) budget. Periodically review IP budget status with OTI/Afghanistan management, including the OTI Country Representative (CR) and OTI Deputy Country Representative (DCR). Ensure that issues related to pipeline, funding and other critical financial issues are brought to the attention of OTI/Afghanistan management.

- If required, serves as acting Senior Field Program Manager (S/FPM) or DCR in his/her absence. May cover for the Monitoring and Information Officer (MIO)s in their absence if not covered by S/FPM.
- Provide regular reporting, through OTI or USAID standard reporting mechanisms and other means on issues related to atmospherics, the general political situation and OTI's activities in Afghanistan. Responsible, in collaboration with the Implementing Partner, for the development of Quarterly Reports. Provide overviews of patterns and trends, keeping the OTI DCR and CR current on issues. Assist the OTI DCR and CR with the communication of this information to OTI Washington (OTI/W). Respond to ad hoc taskers as required.
- Responsible for the overall monitoring of quality, timeliness, and consistency of IP data input into the OTI activity database in collaboration with the OTI/Washington COR and OTI/Afghanistan Monitoring and Information Officer. Conduct regular reviews of program and financial data in the database, including but not limited to reviewing the output indicators, fund allocations, and grant statuses. Monitor and coordinate IP's input into the USAID/Afghanistan information database.
- Prepare agendas and briefings for official USG visitors seeking information on humanitarian issues/stabilization activities. As requested, assist in the management of visitors and guests, including congressional delegations, TDY personnel and other USG officials. This may include coordination and/or management of the logistics for their visits, including the development of travel schedules and the preparation of briefing materials by OTI's program team, and, if required, accompanying delegations on field trips to ensure that adequate logistical support is provided.
- Assist the OTI DCR with the organization of Strategy Review Sessions (SRS), Program Performance Reviews (PPRs), Management Reviews or similar events. If required, prepare agenda content for these events.
- Assist the OTI DCR in the development and provision of training modules and products for field staff (including U.S. and Foreign National staff working with OTI and the Implementing Partner)) as needed to ensure a full understanding of interagency relationships, OTI systems, policies, procedures, regulations and other important Afghanistan-specific conditions that will affect their work. The Program Officer is responsible for assisting or developing content development and delivery of these trainings.
- Manage the OTI response to program or other audits. Work with the auditors, IP, USAID's Office of Financial Management (OFM) and OTI/W to provide input and

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prepare OTI's responses to audit recommendations. Regularly review the audit status with the OTI DCR and help to ensure that audit findings and recommendations are implemented.

- Coordinate with IP on reporting, database, grant processing, monitoring and evaluation, and communications.
- Take the lead on monitoring and evaluation, working closely with the field-based OTI Monitoring and Information Officers (MIOs), IP and any third party monitoring and evaluation organizations utilized by OTI, for developing and managing monitoring and evaluation systems and processes. Liaises closely with the USAID Stabilization Unit and its monitoring and evaluation contractor to eliminate duplication and economize on OTI resources devoted to monitoring and evaluation. Travel to project sites and/or District Support Team (DST) locations to review, monitor and assist in providing support to OTI's monitoring and evaluation efforts as appropriate.
- Responsible for the quality and quantity of communications and outreach products generated by the IP and OTI/Afghanistan. Interface with OTI field-based MIO and IP staff in the development of communication products. Assist the OTI CR and DCR in representing the program to the USAID/Afghanistan Mission or external audiences. Work closely with the USAID DOCS Officer and OTI/W staff. Independently draft OTI program success stories.
- Serve as the point person for OTI with the USAID Mission on policy issues and new guidance (e.g. gender, Operational Plan). Provide program/policy guidance to the OTI Afghanistan Country Team and IP staff, identifying best practices, and ensuring the overall quality and effectiveness of the program.
- Perform other duties as determined by the DCR and/or CR.

SUPERVISORY RELATIONSHIP:

The OTI Program Officer will report to OTI's Country Representative in the assigned country or to his/her designee (for example, the Deputy Country Representative or Senior Field Program Manager).

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work 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, at times, physically demanding. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain with military issued body armor weighing up to 40 pounds, or the carrying of moderately heavy items.

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11. WORK ENVIRONMENT

Depending on the assignment location in-country, 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 Program Officer position requires excellent communication skills and experience in political analysis and program reporting. Prior coordination experience with various USG offices is required. Solid interpersonal skills, and the ability to serve as an effective liaison with a wide array of individuals and institutions, are extremely important.

A prerequisite for success in this position is familiarity with contract/grant management, mediation/arbitration, democracy and governance and/or human rights activities. A demonstrated strength in policy analysis and formulation is strongly preferred. Since work may require continued changes in program direction and implementation, including frequent coordination, the individual will be someone who is highly flexible and willing to work under conditions of ongoing change. A solid understanding of community development and counter insurgency operations 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-11 equivalent level:

- (1) A Bachelor's degree with a minimum of **three (3) years** of progressively responsible work experience;

OR

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A Master's degree (with significant study in or pertinent to the specialized field, including, but not limited to, international development and social sciences) and a minimum of **two (2) years** of progressively responsible work experience;

- (2) A minimum of **two (2) years** of recent project management experience with a USG foreign affairs agency, large international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) A minimum of **six (6) months** overseas experience working in a developing country, of which **three (3) months** must have been spent working in one or more countries undergoing political instability.

At the GS-12 equivalent level:

- (1) A Bachelor's degree with a minimum of **five (5) years** of progressively responsible work experience;

OR

A Master's degree (with significant study in or pertinent to the specialized field, including, but not limited to, international development and social sciences) and a minimum of **four (4) years** of progressively responsible work experience;

- (2) A minimum of **four (4) years** of recent project management experience with a USG foreign affairs agency, large international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) A minimum of **one (1) year** overseas experience working in a developing country, of which **six (6) months** must have been spent working in one or more countries undergoing political instability.

Note that due to the urgent program requirements, individuals must be able to travel within 90 days of being selected for this contract (this includes completion of all required documentation and receipt of all necessary clearances).

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"**);

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- 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**);
- Ability to obtain a Department of State medical clearance;
- 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.

Due to the urgent program requirements, individuals must be able to travel to post within 90 days after 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.)

- | | |
|-----------|---|
| Factor #1 | Demonstrated experience working on humanitarian assistance activities, transition programs or democracy-building programs in the field, including providing both administrative operational support and the conceptualization, design and management of programs; |
| Factor #2 | Demonstrated ability to operate operationally and independently in high visibility, high-pressure environments overseas in complex emergency or political crisis situations with minimal support; |
| Factor #3 | Demonstrated experience interacting with U.S. government agencies, donor and international organizations, military personnel, and local counterparts on both the lowest and highest political, social, and economic levels; |
| Factor #4 | Excellent communication, interpersonal, cross-cultural, negotiating and 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 #5 | Demonstrated experience in using political analysis to inform programming strategies and objectives, especially in conflict-prone environments in the assigned country and/or region; |
| Factor #6 | Demonstrated ability to oversee and monitor 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

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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 on a separate sheet 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 – 15
- Factor #2 – 15
- Factor #3 – 15
- 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 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 on a separate sheet 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: afghanpo@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: The incumbent must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

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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://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://www.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.

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SOL-OTI-12-000031**

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).

* 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 HANDICAP, 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 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).