



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Senior Field Program Manager (Multiple Positions) – Afghanistan
Solicitation Number: SOL-OTI-12-000023
Salary Level: GS-13 Equivalent: \$71,674 - \$93,175;
GS-14 Equivalent: \$84,697 - \$110,104
Issuance Date: May 14, 2012
Closing Date: June 4, 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 a Senior Field Program Manager 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: seniorfpm@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 Adrienne Johnson
Telephone Number: (202) 706-6110 or (202) 706-6108
E-Mail Address: seniorfpm@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

**Solicitation for a USPSC OTI Senior Field Program Manager - Afghanistan
(Multiple Positions)
SOL-OTI-12-000023**

Solicitation for U.S. Personal Service Contractor (PSC) OTI Senior Field Program Manager (Multiple Positions) in Afghanistan

- 1. SOLICITATION NO.:** SOL-OTI-12-000023
- 2. ISSUANCE DATE:** May 14, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 4, 2012 5:00 pm EDT (Deadline Extended)
- 4. POSITION TITLE:** OTI Senior Field Program Manager
- 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-13 (salary range: \$71,674 - \$93,175) or GS-14 (salary range \$84,697 - \$110,104) equivalent level, non-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.**

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-14 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee (TEC) will not be considered for the GS-13 level position if they have not submitted separate applications for them. Similarly, applicants who apply for only 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 position 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:** Two years, with three one-year options
- 7. PLACE OF PERFORMANCE:** Afghanistan (various field posts)

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://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/

INTRODUCTION

OTI launched its Afghanistan program in July 2009 to address instability at the local level. The mission of OTI-Afghanistan is to improve stability in strategically selected locations by supporting formal and informal Afghan governance structures. Through the Afghanistan Stabilization Initiative (ASI) program, OTI seeks to: improve local perception of the Government of the Islamic Republic of Afghanistan (GIROA) legitimacy; establish and/or strengthen the link amongst GIROA, informal governance structures and the local population; and leverage and/or empower community based resiliencies to address sources of instability. To achieve these objectives, OTI incorporates a number of programming principles that emphasize a process-oriented, Afghan-led approach to implementation.

OTI-Afghanistan's program works to facilitate community consultation, encourage GIROA transparency and public outreach, and build Afghan capacity through fast, flexible, and targeted projects. Project activities facilitate local government engagement with communities to address grievances and enhance GIROA's legitimacy; rehabilitate infrastructure through creation of

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short-term employment opportunities for which GIRoA is responsible and receives credit; support civic education programs that strengthen the relationship between formal and traditional governance mechanisms; provide technical support to local GIRoA officials and community groups including public outreach and communications training, assessments, surveys, and subject-matter experts; and build GIRoA officials' capacity to design and implement public relations campaigns and community programming following military clearing operations.

The OTI Senior Field Program Manager (Sr. FPM) is a member of the OTI/Afghanistan Team, reports to the OTI Deputy Country Representative (DCR) or his/her designee, and is based in Afghanistan. This post is not a family-accompanied post and does not allow minor or adult dependents, although a separate maintenance allowance may be authorized for incumbents with dependents.

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 OTI Senior FPM's principal responsibility is to support the OTI/Afghanistan team in the development, oversight and management of the OTI/Afghanistan program. The location for the position is typically at a regional platform, such as Kandahar Airfield or Bagram Airfield or in Kabul. Additionally, the Sr. FPM should expect regular travel for extended periods to Provincial Reconstruction Teams (PRTs) or the District Stabilization Teams (DSTs) housed in Forward Operating Bases established and maintained by U.S. or NATO/ISAF military forces.

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

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Under the direct supervision of the OTI DCR or his/her designee, the OTI Senior Field Program Manager will:

At the GS-13 equivalent level:

- Develop, revise and monitor strategies and work plans in close collaboration with the Implementing Partner (IP) leadership. Work closely with FPMs and the IP field staff to ensure concepts and activities align with OTI/Afghanistan's strategic objectives, meet established guidelines and benchmarks as delineated in the program's grants manual, and provide quality control during activity development and clearance according to established standards;
- Assist, at the regional level, the OTI/Afghanistan program to monitor and evaluate (M&E) OTI activities. Present M&E results to a range of audiences in the US Government, the military, local government, and others. Also, ensure that M&E benchmarks and standards are met as required by the program's grant manual;
- Provide staffing coverage when FPMs are away from their posts for extended periods;
- Perform other duties as determined by the supervisor to ensure successful OTI/Afghanistan program implementation;
- At the request of his/her supervisor, serve as Acting Deputy Country Representative as needed;
- Perform other duties as assigned;
- Using entry and exit criteria, as well as other agreed upon procedures, identify and communicate opportunities for new OTI activities and transition as defined in USAID and OTI transition plans, as appropriate;
- Draft and deliver regular programmatic and analytical reports incorporating information from OTI activities. Assist FPMs in drafting the same documentation;
- Track, develop and cross-fertilize best practices and lessons learned across geographic areas of operation, as well as communicate these lessons learned and best practices to audiences outside of OTI such as US government officials, military personnel, local government officials, and other donor personnel, as required;
- Represent OTI among civilian and military stakeholders at various levels, specifically related to design and development of overarching stabilization and transition strategies;
- Develop productive relationships with and regularly communicate, collaborate and identify complementarity between activities with military personnel, other USAID

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project managers, bilateral donors, UN Organizations, International Organizations, and indigenous and international NGOs to ensure visibility and synergy of OTI/Afghanistan activities;

- Serve as the lead programmatic and implementation liaison with the IP at the regional level, which includes ensuring team goals and objectives are being met and understood by all;
- Supervise, train and mentor OTI Field Program Managers (FPMs). Collaboratively manage implementing partner (IP) expatriate staff and locally hired teams. Provide regular mentoring and guidance, and play a consultative role with FPMs and IP field staff during the execution of assessments and development of activities;
- Ensure that FPMs and the IP use and update the Activity Database as a program management tool according to the requirements of the program's grant manual and provide feedback to the FPMs and IP, as necessary.

At the GS-14 equivalent level:

Perform the same duties as the GS-13 equivalent level but with less supervision, greater decision-making authority, and less restricted independence of action.

- Develop, revise and monitor strategies and work plans in close collaboration with the IP leadership, which will significantly change, interpret or develop important public policies or programs. Work closely with FPMs and the IP field staff to ensure concepts and activities align with OTI/Afghanistan's strategic objectives, meet established guidelines and benchmarks as delineated in the program's grants manual, and provide quality control during activity development and clearance according to established standards;
- Assist, at the regional level, the OTI/Afghanistan program to monitor and evaluate (M&E) OTI activities. Present M&E results to a range of audiences in the US Government, the military, local government, and others. Also, ensure that M&E benchmarks and standards are met as required by the program's grant manual;
- Provide staffing coverage when FPMs are away from their posts for extended periods;
- Perform other duties as determined by the supervisor to ensure successful OTI/Afghanistan program implementation;
- At the request of his/her supervisor, serve as Acting Deputy Country Representative as needed;
- Perform other duties as assigned;

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- Using entry and exit criteria, as well as other agreed upon procedures, identify and communicate opportunities for new OTI activities and transition as defined in USAID and OTI transition plans, as appropriate, with wide latitude for exercise of independent judgment and decision-making;
- Draft and deliver regular programmatic and analytical reports incorporating information from OTI activities. Assist FPMs in drafting the same documentation;
- Track, develop and cross-fertilize best practices and lessons learned across geographic areas of operation, as well as communicate these lessons learned and best practices to audiences outside of OTI such as US government officials, military personnel, local government officials, and other donor personnel, as required;
- Represent OTI among civilian and military stakeholders at various levels, specifically related to design and development of overarching stabilization and transition strategies;
- Develop productive relationships with and regularly communicate, collaborate and identify complementarity between activities with military personnel, other USAID project managers, bilateral donors, UN Organizations, International Organizations, and indigenous and international NGOs to ensure visibility and synergy of OTI/Afghanistan activities;
- Using judgment and ingenuity, serve as the lead programmatic and implementation liaison with the IP at the regional level, which includes ensuring team goals and objectives are being met and understood by all;
- Supervise, train and mentor OTI Field Program Managers (FPMs). Collaboratively manage implementing partner (IP) expatriate staff and locally hired teams. Provide regular mentoring and guidance, and play a consultative role with FPMs and IP field staff during the execution of assessments and development of activities;
- Ensure that FPMs and the IP use and update the Activity Database as a program management tool according to the requirements of the program's grant manual and provide feedback to the FPMs and IP, as necessary.

SUPERVISORY RELATIONSHIP:

The OTI Senior Field Program Manager will report to OTI's Deputy Country Representative.

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

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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.

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

The USAID Office of Transition Initiatives Senior Field Program Manager position requires excellent communication skills and experience in program development and implementation. 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; activity conceptualization, design, development and implementation in conjunction with an IP, including a local national team; basic principles of stabilization, counterinsurgency, 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 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-13 equivalent level:

- (1) A Bachelor's degree with a minimum of **seven (7) 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 **five (5) years** of progressively responsible work experience;

- (2) A minimum of **five (5) 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;
- (4) A minimum of **one (1) year** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

At the GS-14 equivalent level:

- (1) A Bachelor's degree with a minimum of **nine (9) 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 **seven (7) years** of progressively responsible work experience;

- (2) A minimum of **six (6) 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) Minimum of **two (2) years** of overseas field experience working in a developing country, of which **one (1) year** must have been spent working in one or more countries undergoing political instability;
- (4) A minimum of **two (2) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

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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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

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, stabilization or transition programming or democracy-building programs in the field, including the conceptualization, design and management of programs; |
| Factor #2 | Demonstrated ability to operate independently in high visibility, high-pressure environments overseas in complex emergencies, ongoing or post-conflict areas or political crisis 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; and |
| 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: seniorfpm@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 six months after offer acceptance. If medical clearance is not obtained within this period, USAID will terminate the contract at the convenience of the government.

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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.

BENEFITS/ALLOWANCES:

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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

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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).