



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Senior Field Program Manager Afghanistan (Multiple Positions)  
Solicitation Number: SOL-OTI-13-000041  
Salary Level: GS-13 Equivalent: \$71,674 - \$93,175  
GS-14 Equivalent: \$84,697 - \$110,104  
Issuance Date: Wednesday, June 12, 2013  
Closing Date: Wednesday, June 26, 2013  
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

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

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

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

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

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

**2. Supplemental document specifically addressing:**

Each of the Education/Experience requirements shown in the solicitation.

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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.

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

GlobalCorps  
529 14th Street, NW, Suite 700  
Washington, DC 20045  
E-Mail Address: [srfpmafghan@globalcorps.com](mailto:srfpmafghan@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:

Travis Axton or Dominique Chittum  
Telephone Number: (202) 706-6115 or (202) 706-6110  
E-Mail Address: [srfpmafghan@globalcorps.com](mailto:srfpmafghan@globalcorps.com)  
Website: [www.globalcorps.com](http://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 Senior Field Program Manager – Afghanistan (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-13-000041
- 2. ISSUANCE DATE:** Wednesday, June 12, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** Wednesday, June 26, 2013 at 5:00 pm EDT
- 4. POSITION TITLE:** OTI Senior Field Program Manager – Afghanistan
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-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.

NOTE CONCERNING MARKET VALUE: The applicant(s) chosen for SFPM will be recommended for hire at the GS level (GS-13 or GS-14) commensurate with his/her overall experience, training, and qualifications as determined by the OTI Selection Committee, and based on team need and budget.

- 6. PERIOD OF PERFORMANCE:** One year, with up to two one-year options.
- 7. PLACE OF PERFORMANCE:** Afghanistan (various field posts)
- 8. STATEMENT OF WORK**

**POSITION DESCRIPTION**

**BACKGROUND**

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

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society;

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development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under 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 organization's programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 15 of this solicitation.

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

## INTRODUCTION

USAID/OTI's current engagement in Afghanistan began in 2009 with the Afghanistan Stabilization Initiative (ASI). In 2012, ASI transitioned into the Community Cohesion Initiative (CCI). CCI aims to build strong, resilient communities in districts vital to Afghanistan's overall stability and development by strengthening communities' ability to withstand political and social upheaval, insurgent infiltration, and other shocks and pressures as international donor funds and military support draw down. With CCI support, Afghans will be able to rebuild, strengthen and connect their communities to the wider social and political structures. Through CCI, USAID/OTI seeks to increase resilience in areas vulnerable to insurgent exploitation by (1) strengthening ties between local actors, customary governance structures, and the Government of the Islamic Republic of Afghanistan (GIROA) and (2) increasing cohesion among and between communities. CCI operates in the east, south, and southwest regions of Afghanistan. To achieve these objectives, OTI incorporates a number of programming principles that emphasize a process-oriented, Afghan-led approach to implementation.

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

The OTI Senior Field Program Manager (SFPM) is a member of the OTI/Afghanistan Team, reports to the OTI Country Representative (CR) or his/her designee, and is based in Afghanistan.

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The SFPM'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 in Kabul or at a regional platform, such as Kandahar Airfield.

**OBJECTIVE**

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

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

The work of the 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 Senior Field Program Manager requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of DCHA systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The 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 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 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 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.

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

***At the GS-13 level:***

- Develop, revise and monitor strategies and work plans in close collaboration with the IP leadership. Work closely with Field Program Managers (FPMs) and the institutional partner (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;

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- 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 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 FPMs. Collaboratively manage 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;

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- 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 level:***

Perform the same duties as the GS-13 level but with significantly less supervision, increased decision-making authority, and reduced restrictions on independent actions.

- 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;
- 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;

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- 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 Country Representative, or his/her designee.

**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.



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**10. PHYSICAL DEMANDS**

The work is, at times, physically demanding. There may be some additional physical exertion including wearing 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 may also require 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 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.

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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**

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;

**AND**

- (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;

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- (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;

**AND**

- (4) A minimum of **two (2) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

**SELECTION FACTORS**

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

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- Supplemental document specifically addressing how the candidate meets each of the 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.

Note that due to the urgent program requirements, individuals must be able to travel to post within 90 after a contract is awarded (this includes completion of all required documentation and receipt of all necessary clearances).

**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 admits 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  |

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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 performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

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

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

Evaluation Factors have been assigned the following points:

- Factor #1 – 15
- Factor #2 – 15
- Factor #3 – 15
- Factor #4 – 10
- Factor #5 – 10
- Factor #6 - 05
- 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](http://www.globalcorps.com).

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

**APPLYING:**

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

Qualified individuals are **required** to submit:

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

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

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

**2. Supplemental document specifically addressing:**

- Each of the 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.

Additional documents submitted will not be accepted.

By submitting your application materials, you agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your

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application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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

**DOCUMENT SUBMITTALS**

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

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

**Via email:** srfpmafghan@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.

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION**

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

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

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

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

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

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml>

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).

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

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

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to [http://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](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.

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

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

**BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

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

**ALLOWANCES (if Applicable).\***

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

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\* Standardized Regulations (Government Civilians Foreign Areas).

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

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



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**ATTACHMENT 1**

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

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

(a) Definitions. Terms used in this General Provision are defined in 16FAM 116 available at [http://transition.usaid.gov/business/business\\_opportunities/cib/pdf/aapd06\\_10.pdf](http://transition.usaid.gov/business/business_opportunities/cib/pdf/aapd06_10.pdf)

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).

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**ATTACHMENT 2**

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

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

“Coercion” means—

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

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

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

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

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

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

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

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

“Severe forms of trafficking in persons” means—

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

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

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

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- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

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

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

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

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

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

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

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

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