



Request for Personal Services Contractor

USAID Office of Transition Initiatives

Position Title: Senior Management Advisor – Worldwide
Solicitation Number: SOL-OTI-17-000054
Salary Level: GS-14 Equivalent: \$88,136– 114,578
GS-15 Equivalent: \$103,672 – 134,776
Issuance Date: October 4, 2017
Closing Date: October 20, 2017
Closing Time: 1:00 P.M. Eastern Time

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 Management Advisor – Worldwide 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.

Note: Your resume should contain explicit 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. Applicants must specify in their application materials whether they would like to be considered for the GS-14 or GS-15. Applicants who would like to be considered for both the GS-14 and GS-15 positions should submit separate applications

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specifying which grade level in the submission. Applicants will only be considered for the grade level specified in the submission. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-14 and the GS-15 positions. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

- 2. USPSC Application form AID 302-3.** Applicants are required to complete and sign the form. This form must be physically signed. Electronic signatures will not be accepted.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and AID 302-3 form must be mailed or emailed to:

Office of Transition Initiatives
529 14th Street, NW, Suite 300
Washington, DC 20045
E-Mail Address: OTIjobs@usaid.gov

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. Applicant resources are available at www.otijobs.net/#!guidance-for-applying/c1ggu. Any questions on this solicitation may be directed to:

OTI Recruitment Team
Telephone Number: (202) 836-7487
E-Mail Address: OTIjobs@usaid.gov
Website: www.OTIjobs.net

Sincerely,

Cristina Sylvia
Contracting Officer

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ATTACHMENT 1

Solicitation for U.S. Personal Services Contractor (PSC) Senior Management Advisor – Worldwide

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** SOL-OTI-17-000054
- 2. ISSUANCE DATE:** October 4, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 20, 2017, 1:00 pm Eastern Time
- 4. POSITION TITLE:** Senior Management Advisor – Worldwide
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-14 (\$88,136–114,578 per annum) or GS-15 (\$103,672 – 134,776 per annum) equivalent level, non-locality pay. Final compensation will be negotiated within the GS-14 or GS-15 equivalent levels based upon the selected candidate’s salary history, qualifications, previous relevant experience and work history, and educational background as reported on AID-302-3. For selected candidates whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. The final salary will be negotiated at a step on the General Schedule WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA Salary Table articulated as an annual rate amount. The selected candidate will be eligible for applicable allowances as described in Section VI on the same basis as U.S. government employees if assigned temporary duty in foreign areas. As this is a Worldwide, non-locality position, incumbents who do not live in the DC metropolitan area will be provided with travel and/or per diem if they are required to work in Washington, DC. Incumbents will be provided with travel and/or per diem for all other USAID/OTI travel assignments as well.

Note: Applicants who submit an application for the GS-15 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-14 if they have not submitted a separate application for the GS-14 level. Similarly, applicants who apply for the GS-14 position even though they might meet the minimum qualifications for the GS-15 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-15 level. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-14 and GS-15 positions. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission.

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PERIOD OF PERFORMANCE: One year, with four one-year option periods.

The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis. The specific projects, as well as dates, number of days and locations to be worked, will be determined by mutual agreement between the contract employee and his/her OTI supervisor according to the programmatic needs of OTI. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor is free to provide “blackout” dates during which he or she will not be available to accept assignments.

START DATE: Within 45 days of receiving notification that required security clearance has been obtained.

6. PLACE OF PERFORMANCE: Worldwide

7. SECURITY LEVEL REQUIRED: Secret

8. STATEMENT OF DUTIES

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 helps local partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

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; 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.

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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. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as "bullpenners," providing support in a surge capacity. Those serving in the bullpen must be prepared to work both in Washington and the field, often with little time for preparations. There are several 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 Section VI of this solicitation.

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

INTRODUCTION

The Senior Management Advisor is an expert in the multitude of functions that comprise program operations and management for USAID's Office of Transition Initiatives programs in Washington, DC and the field. This individual must be readily available to provide the required services on an intermittent basis, often on short notice with little time for preparation. The Senior Management Advisor will be required to travel to OTI field offices that are located in countries with complex problems, often in difficult and harsh environments, with some offices located in countries with no other USAID presence. The incumbent will also spend time at OTI headquarters in Washington, DC. The Senior Management Advisor reports to the Chief of OTI's Operations and Management Division or his/her designee. The Senior Management Advisor spends his or her time working side by side with OTI Washington staff and with country program implementation teams in the field. All field activities, and the majority of the headquarters activities supported, are transition program implementation-focused.

This position is a very senior-level intermittent position that requires an experienced professional who has overseas experience in diplomacy and can effectively and efficiently function in complex, difficult and unstable environments. The Senior Management Advisor is extremely knowledgeable in administrative management functions and the manner, historical style and procedures employed by the U.S. Government in the normal conduct of its business with emergency, transitional, and development activities overseas. Administrative management functions include management analysis, human resources in relation to U.S. and foreign national Personal Services Contractors, general services (which include vehicle management, real and personal property management, and equipment and facilities maintenance), records keeping and management, operating budgets, International Cooperative Administrative Support Services (ICASS), security, and contracting and procurement. A thorough comprehension and proven record of performance in these functions is an absolute necessity for a Senior Management Advisor to meet the requirements of the position. The successful candidate will be able to identify key leaders in the field and Washington, and establish sound professional relationships

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with them, to ensure the success of OTI's programs in transition countries overseas. Excellent analytical skills and the ability to grasp and resolve problems quickly are essential.

CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Senior Management Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Senior Management Advisor 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 DCHA/OTI Operations and Management Division (OMD) Chief or his/her designee, the Senior Management Advisor will perform the following duties:

At the GS-14 level:

- Conduct field visits to assess and evaluate administrative management systems, issues and operations for OTI country program start-ups, mid-reviews and closeouts. Provide in-country reviews to improve program support and coordination within the OTI country team;
- Serve as a management analyst for OTI country programs in the field and Washington, advising and assisting on U.S. Government management policies and systems at all levels of the organization;
- Collaborate with OTI teams to ensure that proper administrative start-up procedures are in place to provide quick and smooth operations for OTI field offices;
- Provide personnel support services for program-funded Personal Services Contractors (PSCs) including the review of position descriptions. Advise on agency policies and procedures pertaining to the employment of U.S. and foreign national PSCs;

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- As requested, review field staff mixes with the OTI country team for the ongoing OTI program staff to assess field staff requirements, review staff training plans, and ensure that they are adequate and fully implemented in support of transition programs;
- Conduct records management reviews of OTI/Washington’s country program and COR/AOR files to ensure that records are established, maintained and disposed of in accordance with established agency policy and office guidelines;
- Coordinate with the OTI country and IT teams, USAID, and the U.S. Embassy to ensure that field programs are able to procure and install adequate computer hardware and software;
- Advise on the establishment of International Cooperative Administrative Support Services (ICASS) agreements. Review ICASS budgets and invoices in collaboration with the OTI country team to ensure that costs are consistent with the services being provided, and that appropriate levels of services are being obtained under ICASS;
- Identify and negotiate agreements with service providers (e.g. U.S. Embassy, USAID Mission, etc.) for field team administrative support, and assess the quality and cost of services. Advise on alternatives to be considered when services do not meet established quality standards: ensure that residential housing, furnishings and equipment are adequate and consistent with post policy, and maintained and operated in accordance with established guidelines;
- Coordinate with the USAID Office of Security and the Embassy Regional Security Officer to ensure that proper security measures are in place for OTI workplaces and residences, and work closely with the OTI country team to review implementing partner security procedures;
- Ensure that all OTI property is appropriately inventoried, marked and in good condition, with adequate inventory controls in place;
- Collaborate with OTI teams to provide mid-program reviews to ensure that operations are in compliance with USAID/Embassy rules, regulations and best practices. These field reviews will promote mutual understanding of agency policies applicable to solving any problems or concerns relating to administrative support services;
- Collaborate with the OTI teams to implement proper closeout procedures for country programs, including proper disposition of property, termination of agreements such as ICASS, and termination of host country staff in accordance with the Embassy Compensation Plan and host country laws;

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- Establish relationships with OTI Washington and field staff, OTI implementing partner staff, and USAID and Embassy management officials to provide guidance and leadership on administrative management issues;
- As requested, meet with implementing partners to discuss administrative management issues such as records maintenance, inventory and disposition of property;
- Step into a range of roles to fill critical management gaps, including operations support and office leadership roles to ensure that OTI programs continue to run smoothly;
- Mentor OTI Team Leaders, Country Representatives and Program Managers. Provide orientation, training and guidance for staff, explaining the importance of operational awareness in order to avoid possible administrative vulnerabilities;
- Mentor Junior Operations Bullpen staff and provide training and guidance on Executive Officer subject matter – general services, records management, ICASS, and personnel management;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months;
- Perform all other duties as assigned by the supervisor.

At the GS-15 level:

- Conduct field visits to assess and evaluate administrative management systems, issues and operations for OTI country program start-ups, mid-reviews and closeouts. Provide in-country reviews to improve program support and coordination within the OTI country team;
- Serve as a management analyst for OTI country programs in the field and Washington, advising and assisting on U.S. Government management policies and systems at all levels of the organization;
- Collaborate with OTI teams to ensure that proper administrative start-up procedures are in place to provide quick and smooth operations for OTI field offices;
- Provide personnel support services for program-funded Personal Services Contractors (PSCs) including the review of position descriptions. Advise on agency policies and procedures pertaining to the employment of U.S. and foreign national PSCs;
- As requested, review field staff mixes with the OTI country team for the ongoing OTI program staff to assess field staff requirements, review staff training plans, and ensure that they are adequate and fully implemented in support of transition programs;

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- Conduct records management reviews of OTI/Washington’s country program and COR/AORs files to ensure that records are established, maintained and disposed of in accordance with established agency policy and office guidelines;
- Coordinate with the OTI country and IT teams, USAID, and the U.S. Embassy to ensure that field programs are able to procure and install adequate computer hardware and software;
- Advise on the establishment of International Cooperative Administrative Support Services (ICASS) agreements. Review ICASS budgets and invoices in collaboration with the OTI country team to ensure that costs are consistent with the services being provided, and that appropriate levels of services are being obtained under ICASS;
- Identify and negotiate agreements with service providers (e.g. U.S. Embassy, USAID Mission, etc.) for field team administrative support, and assess the quality and cost of services. Advise on alternatives to be considered when services do not meet established quality standards: ensure that residential housing, furnishings and equipment are adequate and consistent with post policy, and maintained and operated in accordance with established guidelines;
- Coordinate with the USAID Office of Security and the Embassy Regional Security Officer to ensure that proper security measures are in place for OTI workplaces and residences, and work closely with the OTI country team to review implementing partner security procedures;
- Ensure that all OTI property is appropriately inventoried, marked and in good condition, with adequate inventory controls in place;
- Collaborate with OTI teams to provide mid-program reviews to ensure that operations are in compliance with USAID/Embassy rules, regulations and best practices. These field reviews will promote mutual understanding of agency policies applicable to solving any problems or concerns relating to administrative support services;
- Collaborate with the OTI teams to implement proper closeout procedures for country programs, including proper disposition of property, termination of agreements such as ICASS, and termination of host country staff in accordance with the Embassy Compensation Plan and host country laws;
- Establish relationships with OTI Washington and field staff, OTI implementing partner staff, and USAID and Embassy management officials to provide guidance and leadership on administrative management issues;

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- As requested, meet with implementing partners to discuss administrative management issues such as records maintenance, inventory and disposition of property;
- Step into a range of roles to fill critical management gaps, including operations support and office leadership roles to ensure that OTI programs continue to run smoothly;
- Mentor OTI Team Leaders, Country Representatives and Program Managers. Provide orientation, training and guidance for staff, explaining the importance of operational awareness in order to avoid possible administrative vulnerabilities;
- Mentor Junior Operations Bullpen staff and provide training and guidance on Executive Officer subject matter – general services, records management, ICASS, and personnel management;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months;
- Perform all other duties as assigned by the supervisor.

SUPERVISORY RELATIONSHIP:

The Senior Management Advisor will be supervised by the Chief of OTI's Operations and Management Division, or his/her designee.

SUPERVISORY CONTROLS:

The supervisor provides administrative direction in terms of broadly defined missions or functions. The employee will independently plan, design and carry out projects, studies, and programs. The results of the employee's work are considered technically authoritative and there is no higher level official technically responsible for administering the program/project.

9. PHYSICAL DEMANDS

PHYSICAL DEMANDS:

While in Washington, the work is generally sedentary and does not pose undue physical demands. While traveling overseas, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

WORK ENVIRONMENT:

While in Washington, the work is generally performed in an office environment. While traveling overseas, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

10. POINT OF CONTACT:

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OTI Recruitment Team
529 14th Street, NW, Suite 300
Washington, DC 20045
Telephone Number: (202) 836-7487
E-Mail Address: OTIjobs@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

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

At the GS-14 level:

(1) A Master's Degree with **seven (7) years** of work experience;

OR

A Bachelor's Degree with **nine (9) years** of work experience;

AND

(2) **Six (6) years** of experience in operations or administrative management positions including human resources, contract and procurement, personal property management, records management, security, and other related functions, of which **four (4) years** must have been performed overseas in developing countries undergoing political transition;

(3) Demonstrated knowledge of U.S. Government acquisition and assistance regulations, particularly as applied to overseas settings in developing or crisis countries;

(4) Demonstrated experience assembling overseas staff teams including: drafting position descriptions for contractor staff; hiring staff; mentoring, guiding and supervising staff.

At the GS-15 level:

(1) A Master's Degree with **thirteen (13) years** of work experience;

OR

A Bachelor's Degree with **fifteen (15) years** of work experience;

AND

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- (2) **Nine (9) years** of experience in operations or administrative management positions including human resources, contract and procurement, personal property management, records management, security, and other related functions, of which **seven (7) years** must have been performed overseas in developing countries undergoing political transition;
- (3) Demonstrated knowledge of U.S. Government acquisition and assistance regulations, particularly as applied to overseas settings in developing or crisis countries;
- (4) Demonstrated experience assembling overseas staff teams including: drafting position descriptions for contractor staff; hiring staff; mentoring, guiding and supervising 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;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

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

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

III. APPLICANT RATING SYSTEM

The applicant rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.

Note: Supplemental documentation with written responses are not required and will not be reviewed for this solicitation.

Note: Applicants are required to address each factor of the Applicant Rating System in their resume, describing specifically and accurately what experience, training, education, and/or awards they have received as it pertains to each factor. Failure to address the selection factors and/or Applicant Rating System evaluation factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

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The evaluation factors are as follows:

Operations Support (20 Points)

- Demonstrated experience supporting staff in post-conflict, politically transitioning countries.
- Demonstrated experience providing personnel support services to overseas offices or missions, including the review of position descriptions.
- Demonstrated experience supporting overseas offices or missions with procurement, general services, and security.
- Demonstrated experience with invoices, and International Cooperative Administrative Support Services (ICASS).
- Demonstrated experience with records management, ensuring records are maintained and disposed of accordingly.

Communication and Collaboration (20 Points)

- Demonstrated diplomatic experience representing a U.S. Government agency.
- Demonstrated experience communicating the mission, core values, and ethos of a US. Government agency to host government officials, implementing partners, and other key partners and stakeholders within and outside the interagency.
- Demonstrated ability to establish relationships with Washington & field staff, implementing partners, USAID, and Embassy management officials.
- Demonstrated ability to strategically and articulately present innovative ideas and solutions.

Analytical (15 Points)

- Demonstrated experience serving as a management analyst for country programs in the field and Washington advising and assisting on U.S. Government management policies and systems.
- Demonstrated experience with assessing and evaluating administrative management systems, issues, and operations for the start-up, management, and close-out of in-country programs in difficult overseas environments.

Leadership (15 Points)

- Demonstrated ability to fill critical management gaps, including operations support, and office leadership roles to ensure programs run smoothly.
- Demonstrated experience and ability to mentor Team Leaders, Country Representatives Program Managers, and junior staff.
- Demonstrated ability to exercise discretion, judgment, and personal responsibility.
- Demonstrated ability to provide guidance and leadership on administrative management issues.

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BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated in accordance with the Applicant Rating System. 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.

Evaluation Factors – 70 Points

Interview Performance - 30 Points

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

Total Possible Points: 100

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. 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. OTI reserves the right to contact previous employers to verify employment history.

IV. APPLYING

Applications must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.

Qualified applicants 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.

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(e) U.S. Citizenship.

Your resume should contain explicit 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. If you do not specify which grade level(s), your application will be considered at the lower grade level). This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

NOTE: The Applicant Rating System Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each factor of the Applicant Rating System in their resume, describing specifically and accurately what experience, training, education, and/or awards they have received as it pertains to each factor. Failure to address the selection factors and/or Applicant Rating System factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

2. USPSC Application form AID 302-3. Applicants are required to complete and sign the form. This form must be physically signed. **Electronic signatures will not be accepted.**

Additional documents submitted will not be accepted.

To ensure consideration of applications for the intended position, applicants must prominently reference the solicitation number in the application submission.

Applicant resources are available at www.otijobs.net/#!/guidance-for-applying/c1ggu.

DOCUMENT SUBMITTALS

Via mail: Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

Via email: OTIjobs@usaid.gov

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

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number.

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For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

https://acquisition.gov/far/current/html/52_200_206.html or www.sam.gov.

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.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306).
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Finger Print Card (FD-258).

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:

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

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- (a) Post Differential

Chapter 500 and Tables in Chapter 900.

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(b) Living Quarters Allowance	Section 130.
(c) Temporary Lodging Allowance	Section 120.
(d) Post Allowance	Section 220.
(e) Supplemental Post Allowance	Section 230.
(f) Payments During Evacuation	Section 600.
(g) Education Allowance	Section 270.
(h) Separate Maintenance Allowance	Section 260.
(i) Danger Pay Allowance	Section 650.
(j) Education Travel	Section 280.

VII. TAXES

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

**VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND
CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

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

AAPD 06-10 – PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY

General Provision 28, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>. Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

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

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

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(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 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

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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).