



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: Country/Senior Country Representative – Lebanon  
Solicitation Number: SOL-OTI-16-000029  
Salary Level: GS-14 Equivalent: \$87,263 - \$113,444  
GS-15 Equivalent: \$102,646 - \$133,444  
Issuance Date: April 8, 2016  
Closing Date: April 22, 2016  
Closing Time: 5:00 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 Country/Senior Country Representative in Lebanon 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 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.

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2. Supplemental document specifically addressing:  
Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**NOTE:** The Evaluation Factors are worth 60 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 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](http://www.otijobs.net/#!guidance-for-applying/c1ggu). Any questions on this solicitation may be directed to:

OTI Recruitment Team  
Telephone Number: (202) 836-7455  
E-Mail Address: OTIjobs@usaid.gov  
Website: [www.OTIjobs.net](http://www.OTIjobs.net)

Sincerely,

Cristina Sylvia  
Contracting Officer

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**ATTACHMENT 1**

Solicitation for U.S. Personal Services Contractor (PSC) Country/Senior Country Representative – Lebanon

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-OTI-16-000029
- 2. ISSUANCE DATE:** April 8, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 22, 2016 at 5:00 pm Eastern Time
- 4. POSITION TITLE:** Country/Senior Country Representative
- 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 (salary range: \$87,263 - \$113,444) or GS-15 (salary range: \$102,646 - \$133,444) equivalent level, non-locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-14 or GS-15 level depending on qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the pay range will not be entertained or negotiated.**

The title of the position at the GS-14 level will be “Country Representative.” The title of the position at the GS-15 level will be “Senior Country Representative.”

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 position 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 position. 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. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission.

- 6. PERIOD OF PERFORMANCE:** Two years, with three one-year option periods.

**START DATE:** Within 45 days of receiving notification that required security and medical clearances have been obtained.

- 7. PLACE OF PERFORMANCE:** Lebanon
- 8. SECURITY LEVEL REQUIRED:** Secret

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## **9. 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.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office’s programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers’ compensation, among other benefits. For more complete information on USPSC benefits, please see page 16 of this solicitation.

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

#### **INTRODUCTION**

The Country Representative – Lebanon is a member of the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/OTI Middle East Regional Team, and is based in Beirut as the senior OTI representative in the country. The Country Representative’s principle responsibility will be the development, oversight and management of DCHA/OTI’s Lebanon country program.

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The incumbent will be called upon to represent OTI's mission and programs to senior-level government officials, in-country visitors, senior officials from other international organizations, bilateral donors, and local government officials.

USAID's Office of Transition Initiatives (USAID/OTI) launched a Lebanon Program in September 2007 to "protect and expand national democratic space" by addressing political strains of Lebanon's confessional political dynamic by mitigating tensions that threaten to destabilize the country's democratic system. Working closely with government authorities, non-governmental organizations, formal and informal community groups, and local media, OTI/Lebanon supported inter-confessional cooperation at the local level aimed at mitigating conflict.

In September 2014, OTI/Lebanon extended its program to capitalize on windows of opportunity to strengthen resilience in Lebanese communities. The influx of over 1.2 million Syrian refugees has exacerbated long-standing internal Lebanese sectarian tensions and created new divisions. Working through its extensive network of local partners, OTI has sought to increase social cohesion in vulnerable communities by mitigating tensions in areas most affected by the crisis. The program seeks to strengthen the most vulnerable Lebanese host communities by promoting peaceful alternatives to violence, reducing marginalization and isolation of community groups, strengthening youth empowerment and civic participation and increasing moderate space and supporting moderate actors. Together, these outcomes aim to contribute to increased resiliency and community stability.

OTI cultivates local partnerships with local civil society organizations (CSOs), municipal authorities, and other stakeholders and support moderate organizations to demonstrate themselves as credible, responsive dispute-resolution agents and service providers. OTI's civil society partners work with local communities to assess and map community needs, dynamics, and sources of tension and engage key stakeholders in solution-oriented dialogue. OTI then addresses immediate resource needs through tangible, highly visible activities to build program credibility, gain community trust and quickly demonstrate immediate impact. These entry activities often provide a basis for conflict management and social cohesion efforts.

OTI will support the development of conflict management mechanisms, uniquely tailored to each community, to enable Lebanese citizens and Syrian refugees to maintain regular lines of communication and manage potential threats to community peace and stability. OTI will also promote accurate, unbiased, and tolerant information dissemination to counteract rumors and stereotypes that exacerbate tensions between Lebanese citizens and Syrian refugees, while also publicizing new methods for conflict management.

### **CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

#### **DUTIES AND RESPONSIBILITIES**

The work of the Country/Senior Country Representative requires an exceptional level of teamwork, the exercise of discretion, judgment, and personal responsibility. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to

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maintain effective and efficient management of programming, funds, 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. S/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 a team player, able to prioritize and follow up on their own actions without prompting, while also assisting his/her supervisor in responding to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner. The Country/Senior Country Representative is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI. 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.

Under the direct supervision of the Washington-based DCHA/OTI Regional Team Leader for the Middle East, and in consultation with the Washington-based OTI COR (Contracting Officer Representative) the Country/Senior Country Representative will:

***At the GS-14 level:***

*Note: Duties and responsibilities are listed in order of importance for this position.*

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and objectives with the support of OTI staff, USAID, DoD personnel, the U.S. embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in country, linked to neighboring country programs, where appropriate;
- Provide managerial and supervisory support including: orientation, training and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests, timesheets, training, travel and program and operations requests;
- Communicate and coordinate OTI's in-country activities between OTI and its implementing partners, USAID, and other donor organizations;
- Provide day-to-day programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI's program objectives;
- Provide recommendations to the Washington-based Contracting Officer Representative (COR) and/or the Regional Team Leader on implementing partner performance, the

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appropriateness of the partner’s scope to OTI’s country objectives, partner’s budgets, and modifications thereto;

- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract, in accordance with the ADS (USAID’s Automated Directives System);
- In collaboration with USAID, prepare operational plans including logistics and property use guidelines, closeout and hand-over, security procedures, contingency and evacuation plans;
- Ensure that OTI’s programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI’s program objectives;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- Prepare and maintain OTI program budgets for field operations;
- In close coordination with other DCHA offices and the USAID-Lebanon Mission, develop an exit strategy and operational closeout plan;
- Serve as OTI’s primary liaison with USAID personnel, U.S. Embassy staff, DoD personnel, government officials, bilateral donors, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Develop and maintain collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate;
- Oversee a team comprised of a significant number of local and expatriate implementing partner staff. Continuously review and design staffing plans to meet overall program objectives and recruit, train, supervise, and evaluate the performance of in-country OTI staff. Maintain staff morale in a difficult security and work environment

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- Perform other duties as required related to this scope of work in order to ensure successful management of OTI's country program.

***At the GS-15 level:***

*Note: Duties and responsibilities are listed in order of importance for this position.*

- Manage a high-profile program in a dynamic, fast-paced environment. Based on political analysis and U.S. Government policy, conceptualize and design program strategies and objectives in close coordination with OTI staff, USAID, DoD personnel, the U.S. embassy, and other U.S. agencies and departments, as well as national and local government officials, and local civil society representatives. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in country, linked to neighboring country programs, where appropriate;
- Provide managerial and supervisory support including: orientation, training and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests, timesheets, training, travel and program and operations requests;
- Communicate and oversee OTI's in-country activities between OTI and its implementing partners, USAID, the U.S. Embassy, and other donor organizations;
- Manage and provide day-to-day programmatic, operational, and strategic guidance to OTI's implementing partners (contractors and/or grantees) ensuring that activities are contributing to OTI's program objectives;
- Ensure that OTI strategic direction of programming remains in close coordination with larger USG foreign policy imperatives through regular consultations with all principal stake holders at post;
- Monitor local and regional political developments and regularly brief OTI and partner staff on their potential programmatic impact;
- Provide recommendations to the Washington-based Contracting Officer Representative (COR) and/or the Regional Team Leader on implementing partner performance, the appropriateness of the partner's scope to OTI's country objectives, partner's budgets, and modifications thereto;
- Provide USAID concurrence on all implementing partner activities, including final approval of grantees for grants under contract, in accordance with the ADS (USAID's Automated Directives System);

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- Create operational plans in collaboration with USAID, including logistics and property use guidelines, closeout and hand-over, security procedures, contingency and evacuation plans;
- Ensure that OTI's programs and their activities are monitored and evaluated and that lessons learned from the activities feed into ongoing or future activities;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Ensure appropriate resource allocation among OTI field offices and implementing partners;
- Prepare and maintain OTI program budgets for field operations;
- In close coordination with other DCHA offices and the USAID-Lebanon Mission, develop an exit strategy and operational closeout plan;
- Serve as OTI's primary liaison with USAID personnel, U.S. Embassy staff, Ambassadors, DoD personnel, government officials, bilateral donors, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Develop and maintain collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs;
- Work closely with Mission leadership to advise on potential follow on activities which will help guarantee greater sustainability of the OTI program post-closeout;
- Ensure that all OTI and partner field staff adhere to in-country security guidelines set by the U.S. Embassy Regional Security Officer and other organizations such as the United Nations or host government, as appropriate;
- Prepare and disseminate programmatic, financial and periodic reports to the USAID Mission, OTI/Washington and other organizations as appropriate;
- Oversee a team comprised of a significant number of local and expatriate implementing partner staff. Continuously review and design staffing plans to meet overall program objectives and recruit, train, supervise, and evaluate the performance of in-country OTI staff. Maintain staff morale in a difficult security and work environment;
- Perform other duties as required related to this scope of work in order to ensure successful management of OTI's country program.

**SUPERVISORY RELATIONSHIP:**

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The Country/Senior Country Representative - Lebanon will be supervised by the Washington-based DCHA/OTI Regional Team Leader for the Middle East or his/her designee as part of OTI's Field Programs Division, as well as the Lebanon Mission Director. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

**SUPERVISORY CONTROLS:**

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI Washington. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision. Though this is a senior field-based position, the incumbent is expected to actively and proactively collaborate with OTI Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the Supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination for the convenience of USAID/OTI.

**10. PHYSICAL DEMANDS**

**PHYSICAL DEMANDS:**

While in Lebanon, the work is generally sedentary and does not pose undue physical demands. However, the position also requires travel throughout the country of assignment, which may involve 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 Lebanon, the work is primarily performed in an office setting. However, the position also requires travel throughout the country of assignment, which may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**NOTE:** Lebanon is currently an unaccompanied post for minors. Housing at post is limited and is on the Embassy compound.

**11. POINT OF CONTACT:**

OTI Recruitment Team  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
Telephone Number: (202) 836-7455  
E-Mail Address: OTIjobs@usaid.gov

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

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(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"**)

**Education/Experience Required:**

At the GS-14 equivalent level:

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

OR

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

AND

- (2) Minimum of **six (6) years** of project management experience with a USG foreign affairs agency, international or domestic assistance organization, or non-governmental organization, in community development, stabilization programming, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) Minimum of **three (3) years** of overseas field experience working in one or more developing countries undergoing political transition;
- (4) A minimum of **three (3) years** of supervisory experience (including mentoring, training, and guiding staff), of which at least **one (1) year** must include supervisory management experience (defined as supervising at least one other supervisor within an office, division, or team).

At the GS-15 equivalent level:

- (1) Bachelor's degree and a minimum of **eleven (11) years** of progressively responsible work experience;

OR

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

AND

- (2) Minimum of **seven (7) years** of project management experience with a USG foreign affairs agency, international or domestic assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration,

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conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

- (3) Minimum of **five (5) years** of overseas field experience working in one or more developing countries undergoing political transition;
- (4) A minimum of **five (5) years** of supervisory experience (including mentoring, training, and guiding staff), of which at least **two (2) years** must include supervisory management experience (defined as supervising at least one other supervisor within an office, division, or team).

In addition, the applicant must satisfy the following Selection Factors:

**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 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:** 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.

**NOTE:** The selected 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.

Due to anticipated program needs, individuals should be able to travel to post within 60 days after a contract is awarded.

**III. EVALUATION FACTORS**

**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.)

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Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**Evaluation Factors:**

- Factor #1      Demonstrated ability to independently design and manage post-conflict, political transition programs and projects in high-visibility, high-pressure environments, including crisis and/or conflict situations.
- Factor #2      Demonstrated experience interacting with, and representing organizations to, U.S. Government agencies, donors, international organizations, and local counterparts, including beneficiaries.
- Factor #3      Demonstrated experience in contract and grant management, including overseeing and monitoring 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. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

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

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 20
- Factor #3 – 20

Total Possible – 60 points

Interview Performance – 40 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

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interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

**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.
  - (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.

2. Supplemental document specifically addressing:  
Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**NOTE:** The Evaluation Factors are worth 60 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 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.

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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/clggu](http://www.otijobs.net/#!/guidance-for-applying/clggu).

**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**

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)

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. Federal Employment Application (AID-302-3).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

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**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. |
| (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)

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(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).

(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

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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).