



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: **Learning/Senior Learning Specialist** (Multiple Positions)  
Solicitation Number: SOL-OTI-16-000021  
Salary Level: GS-13 Equivalent: \$92,145 – \$119,794  
GS-14 Equivalent: \$108,887 - \$141,555  
Issuance Date: March 7, 2016  
Closing Date: March 21, 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 Learning/Senior Learning Specialist 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 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 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) **Learning/Senior Learning Specialist  
(Multiple Positions)**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-OTI-16-000021
- 2. ISSUANCE DATE:** March 7, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 21, 2016 at 5:00 pm Eastern Time
- 4. POSITION TITLE:** Learning Specialist/Senior Learning Specialist
- 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 (\$92,145 – \$119,794 per annum) or GS-14 (\$108,887 - \$141,555 per annum) equivalent level, DC-locality pay. Final compensation will be negotiated within the listed market value of the GS-13 or GS-14 levels 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. Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.

The title of the position at the GS-13 level will be “Learning Specialist.” The title of the position at the GS-14 level will be “Senior Learning Specialist.”

Note: Applicants who submit an application for the GS-14 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-13 position if they have not submitted a separate application for the GS-13 level. Similarly, applicants who apply for the GS-13 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-14 position. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-13 and the GS-14 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 clearance has been obtained.

- 7. PLACE OF PERFORMANCE:** Washington, D.C.

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**8. SECURITY LEVEL REQUIRED:** Secret

**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 14 of this solicitation.

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

INTRODUCTION

**Solicitation for a USPSC OTI Learning/Senior Learning Specialist – Washington D.C.**  
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As a member of the OTI Applied Best Practices and Coordination (ABC) Team, the Learning/Sr. Learning Specialist position utilizes the experience and skills gained from working with political transition, stabilization, and conflict mitigation programs, to provide support and guidance for country program staff to help ensure the successful implementation of OTI program activities in the field.

OTI's success now and in the future depends in large part on its ability to achieve an overarching organizational goal: the effective transfer and ongoing analysis of knowledge and experience – comprised of values, management processes, lessons learned, best practices, standards, and innovations – in real time, with a variety of stakeholders. These stakeholders include: OTI staff in the field and headquarters; OTI's implementing partners around the world; USAID Missions overseas; other USAID offices and bureaus in Washington; other U.S. Government agencies and branches; other donors; other transition, stabilization and reconstruction practitioners; host government and/or other local counterparts; and the U.S. public. All of the above increases OTI's level of transparency and accountability.

To this end, the OTI ABC Team supports a model of organizational learning across the office that ensures:

1. Increased communication and exchange of ideas between headquarters and field teams;
2. Increased opportunities for peer-to-peer dialogue;
3. Easier access to content and learning resources for a variety of stakeholders;
4. More guidance available in online format;
5. Provision of tools to surface and apply OTI's programming lessons to increase the effectiveness and efficiency of OTI programs.

The Learning/Sr. Learning Specialist supports OTI's mission to provide fast, flexible, short-term assistance targeted at key political transition and stabilization needs by building the knowledge, skills and abilities of OTI staff to continually improve country program performance. The Learning/Sr. Learning Specialist does this by: supporting the design and coordination of innovative solutions that are adapted to OTI's fast-paced global needs; supporting and facilitating learning and training events; and providing support services ranging from procurement to linkages with private sector partners. ABC supports learning and innovation through the application of technology – including OTI's knowledge management platform, mapping, data visualization, and other analytic tools – to continually improve OTI country program analysis, management and performance. ABC will ensure the effective integration of lessons and knowledge into OTI's learning and training resources. ABC coordinates closely with other units, teams, and divisions within OTI to achieve these goals.

OTI's Learning/Senior Learning Specialist position provides support and guidance for program implementation, staff training and mentoring, assessments, and the development and application of lessons learned. The Learning/Senior Learning Specialist will be supervised by the Office of Transition Initiatives (OTI) Team Leader of the Applied Best Practices and Coordination (ABC) Team, or his/her designee.

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**CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

The work of the Learning/Senior Learning Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the position requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The incumbent is highly flexible and the working conditions are subject to ongoing change, while maintaining professional and constructive relations with colleagues and authority in a diverse workforce. S/he builds and maintains relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The incumbent is a team player, able to prioritize and follow up on his/her own actions without prompting, filling in gaps as needed to ensure the responsiveness of the team. The incumbent is service-oriented, highly organized and pays close attention to detail. S/he is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The incumbent serves as OTI's principal strategist and facilitator of program learning and staff training. The Learning/Senior Learning Specialist assists OTI partners and staff – principally those working for the Program Learning and Innovation (PLI) and Field Programs Divisions (FPD) – to gain the knowledge, skills, and abilities to maximize country program performance and individual professional performance. This includes the conceptualization and oversight of knowledge management strategies, program performance management processes, and activities in support of learning and training. The tasks and priorities will evolve in accordance with the requirements of OTI and will be determined in consultation with the supervisor.

Under the supervision of the DCHA/OTI Applied Best Practices & Coordination (ABC) Team Leader or his/her designee, the Learning/Senior Learning Specialist's will perform the following duties:

***At the GS-13 Learning Specialist Level:***

- Oversee the design, development and delivery of innovative learning and training solutions that are well adapted to OTI's fast-paced, global needs, including organizing and planning events to increase OTI and implementing partner staff members' application of OTI's program practices and lessons learned;
- Manage the implementation of OTI's worldwide strategies for learning and training, knowledge management (KM), and/or program performance management (PPM) in close collaboration with the Field Programs Division including logistical, budget, administrative, human resources, and contractual support;
- Collaborate with OMD's Talent Management Unit during the new or transitioning employee onboarding process to ensure smooth handover and participate as an active

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member on OTI's Training Steering Committee to enable office-wide coordination on staff development opportunities and policies;

- With supervisor's guidance, fill critical needs for program advisement, management and implementation in Washington, DC and the field, including providing support to new OTI country program start-ups, management and close-out;
- Facilitate OTI staff members in the application of best practices and lessons learned by assessing knowledge gaps and needs, developing and updating relevant products, and supporting knowledge sharing activities. Assist in the integration of lessons learned from OTI's PPM processes and ongoing/future training and learning efforts;
- Maintain collaborative relationships with all parts of OTI. Coordinate closely with the rest of the ABC team and PLI division, with OTI's Field Programs Division, including Regional Advisors and bullpen staff, and with OTI's Operations and Management Division (OMD) to ensure ongoing alignment with needs and expectations and effective management and coordination of learning, training, KM and/or PPM processes across the office;
- Participate in inter- and intra-agency working groups on learning and training related to transition assistance and/or working in complex environments if/when required;
- Present and articulate OTI's mission and global programs to select visitors, officials from international organizations, bilateral donors, and national and foreign government officials;
- When required, carry out higher representational responsibilities, including serving as acting ABC Team Leader, for example;
- Manage the development of guidance and training materials on core OTI programming topics including context analysis, program and strategic design, knowledge management, monitoring and evaluation, program performance management, and staff development;
- Supervise and manage ABC staff that support learning, training, KM, and/or PPM as assigned by the Team Leader. Provide orientation and training 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 and timesheets as well as training, travel and program and operations requests. Take supervisory and related training as required by OTI;
- Perform other related duties and activities as assigned by the supervisor.

**At the GS-14 Senior Learning Specialist Level:**

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- Independently lead the design, development and delivery of innovative learning and training solutions that are well adapted to OTI's fast-paced, global needs, including organizing and planning events to increase OTI and implementing partner staff members' application of OTI's program practices and lessons learned. Serve as one of ABC's lead subject matter experts delivering training in DC and the field;
- Provide intellectual and managerial leadership in the formulation and implementation of OTI's worldwide strategies for learning and training, knowledge management (KM), and/or program performance management (PPM) in close collaboration with the Field Programs Division including logistical, budget, administrative, human resources, and contractual support;
- Lead the ABC Team's collaboration with OMD's Talent Management Unit during the new or transitioning employee onboarding process to ensure smooth handover and participate as a leading member on OTI's Training Steering Committee to enable office-wide coordination on staff development opportunities and policies;
- With supervisor's guidance, fill critical needs for program advisement, management and implementation in Washington, DC and the field, including providing support to new OTI country program start-ups, management and close-out;
- Increase OTI staff members' application of best practices and lessons learned by independently assessing knowledge gaps and needs, developing and updating relevant products, and facilitating knowledge sharing activities. Ensure integration of lessons learned from OTI's PPM processes and ongoing/future training and learning efforts;
- Develop and maintain collaborative relationships with all parts of OTI. Coordinate closely with the rest of the ABC team and PLI division, OTI's Field Programs Division, and OTI's Operations and Management Division (OMD) to ensure ongoing alignment with needs and expectations and effective management and coordination of learning, training, KM and/or PPM processes across the office;
- Represent OTI in inter- and intra-agency working groups on learning and training related to transition assistance and/or working in complex environments if/when required;
- Represent and articulate OTI's mission and global programs to select visitors, officials from international organizations, bilateral donors, and national and foreign government officials. When required, serve as a liaison with other DCHA offices, USAID divisions and the State Department, to develop appropriate program and policy direction;
- When required, carry out higher representational responsibilities, including serving as acting ABC Team Leader, for example;

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- Establish guidance and create tailored training materials on core OTI programming topics including context analysis, program and strategic design, knowledge management, monitoring and evaluation, program performance management, and staff development;
- Supervise and manage ABC staff that support learning, training, KM, and/or PPM as assigned by the Team Leader. Provide 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 and timesheets as well as training, travel and program and operations requests. Take supervisory and related training as required by OTI;
- Perform other related duties and activities as assigned by the supervisor.

**SUPERVISORY RELATIONSHIP:**

The Learning/Senior Learning Specialist will be supervised by the ABC Team Leader or his/her designee, as a member of the Applied Best Practices and Coordination (ABC) team within the Program Learning & Innovation (PLI) Division.

**SUPERVISORY CONTROLS:**

The supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, projects, and work to be accomplished. The employee will be responsible for planning and carrying out assignments, resolving most conflicts, coordinating with others, and interpreting policy in terms of established objectives. Keeping the supervisor informed of progress, the employee may determine the approach to be taken and the methodology to be used. The supervisor will review completed work from an overall standpoint of feasibility, compatibility with other work, or effectiveness in meeting requirements.

**10. PHYSICAL DEMANDS**

**PHYSICAL DEMANDS:**

The work is generally sedentary and does not pose undue physical demands. During deployment on assessment teams, Country Start-Ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, 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:**

Work is primarily performed in an office setting. During deployment on Assessments, Country Start-ups, Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**11. POINT OF CONTACT:**

**Solicitation for a USPSC OTI Learning/Senior Learning Specialist – Washington D.C.**  
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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**

(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 the GS-13 Learning Specialist level:***

- (1) A Master's Degree with significant study in or pertinent to the specialized field, including Organization Development, International Training, International Relations, International Development, Peace building, Conflict Resolution or a related field;

**OR**

- (2) A Bachelor's Degree with a minimum of **seven (7) years** of progressively responsible work experience;

**AND**

- (3) A minimum of **five (5) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization where the applicant's work included focus on organization, program or individual learning and/or training solutions, systems and strategies;
- (4) A minimum of **one (1) year** of overseas field experience living and working in conflict-prone, transition, crisis, or developing countries;
- (5) A minimum of **two (2) years** supervisory experience.

***At the GS-14 Senior Learning Specialist level:***

- (1) Master's degree with significant study in or pertinent to the specialized field, including Organization Development, International Training, International Relations, International Development, Peace building, Conflict Resolution or a related field;

**OR**

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(2) Bachelor's degree with a minimum of **nine (9) years** of progressively responsible work experience;

**AND**

(3) A minimum of **seven (7) years** of recent project management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization where the applicant's work included focus on organization, program or individual learning and/or training solutions, systems and strategies;

(4) A minimum of **one (1) year** of overseas field experience living and working in conflict-prone, transition, crisis, or developing countries;

(5) A minimum of **two (2) years** supervisory experience.

**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**);
- 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. 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.)

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.

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- Factor #1      Demonstrated experience playing a leading role in the formulation and implementation of an organization’s strategy for learning, training, knowledge management and/or program performance management.
- Factor #2      Demonstrated management experience in coordinating and collaborating across an organization with staff in different locations.
- Factor #3      Demonstrated experience consistently and independently performing in a complex, high-pressure environment.

**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 – 25
- Factor #2 – 25
- Factor #3 – 20
- Total Possible – 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.

**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**.

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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 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 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, applicants must prominently reference the solicitation number in the application submission.

Applicant resources are available at [www.otijobs.net/#!/guidance-for-applying/c1ggu](http://www.otijobs.net/#!/guidance-for-applying/c1ggu).

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**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).

**VI. BENEFITS/ALLOWANCES**

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

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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)

(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.

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(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 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

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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).