



Request for Personal Services Contractor

USAID Office of Transition Initiatives

Position Title: OTI Transition Advisor/Senior Transition Advisor – Washington, DC
(Intermittent, Multiple Positions)
Solicitation Number: SOL-OTI-16-000008
Salary Level: GS-13 Equivalent: \$90,823 - \$118,069
GS-14 Equivalent: \$107,325 - \$139,523
Issuance Date: November 16, 2015
Closing Date: December 1, 2015
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 Transition/Senior Transition Advisor under a personal services contract, as described in the attached solicitation.

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

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

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

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2. Supplemental document specifically addressing:

Each of the five (5) 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. 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

Sincerely,

Cristina Sylvia
Contracting Officer

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Solicitation for U.S. Personal Services Contractor (PSC) **Transition Advisor/Senior Transition Advisor** (Intermittent, Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-16-000008
- 2. ISSUANCE DATE:** November 16, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 1, 2015, 5:00 pm Eastern Time
- 4. POSITION TITLE:** Transition Advisor, or Senior Transition Advisor
- 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 (\$90,823 - \$118,069 per annum) or GS-14 (\$107,325 - \$139,523 per annum) equivalent level, DC-locality pay. Final compensation will be negotiated within the listed market value based upon 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, DC 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 “Transition Advisor.” The title of the position at the GS-14 level will be “Senior Transition Advisor.”

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 positions 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.

- 6. 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.

This recruitment is for an intermittent USPSC. Therefore, if a candidate is selected at the GS-13 grade, they do not have the opportunity for advancement to the GS-14 grade. However, once the

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candidate reaches the minimum qualifications of the GS-13 grade, he/she may apply for a GS-14 position if re-solicited by DCHA/OTI in the future. Extension of the contract is not guaranteed.

7. PLACE OF PERFORMANCE: Washington, D.C. with potential travel as stated in the position description.

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

USAID's Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for 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. 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. 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 17 of this solicitation.

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

INTRODUCTION

The OTI Transition Advisor/Senior Transition Advisor position utilizes the experience and skills gained from working with political transition programs and operations oversight and management in the field, to provide support for assessments, new country start-ups and program implementation support, as well as training and mentoring of staff both in the field and in Washington. The employee will also be involved in strategic design of various OTI country programs and the development of management products for OTI based on lessons learned. The Transition Advisor/Senior Transition Advisor is considered an expert in the field of political transition programming overseas.

The OTI Transition Advisor/Senior Transition Advisor position was developed to allow OTI to take advantage of the accumulated experience of field staff following closure of the country program(s) that they managed. As OTI is evolving to carry out more assessments, provide more experientially based technical advice and analysis, and facilitate earlier consideration of countries that face possible political crises, having access to individuals with hands-on experience in transition programming will enhance our ability to deepen understanding, identify opportunities and constraints, and be more prepared to execute programming when necessary.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

This position is based in Washington, DC and is designed to work both in Washington and in the field. Field assignments cannot exceed 49% of the total days worked during a contract year. Because successful candidates will have equally strong field and home office qualifications, it is expected that these positions will spend significant time, both in Washington, DC and the field.

The OTI Transition Advisor/Senior Transition Advisor position utilizes the experiences and skills gained from working with political transition programs and operations oversight and management in the field to provide support for assessments, new country start-ups and program implementation support, as well as training and mentoring of staff both in the field and in Washington. The Personal Services Contractor (PSC) employee will also be involved in strategic design of various OTI country programs and the development of management products for OTI based on lessons learned. The incumbent is considered an expert in the field of political transitions, and has the demonstrated experience and skills to effectively support these programs both in the field and in Washington.

The work of the Transition Advisor/Senior Transition 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 is highly flexible and willing to work under

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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 a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor to track and respond 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 Transition Advisor/Senior Transition 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 Washington-based Chief, Field Programs Division (FPD) or his/her designee, the Transition Advisor/Senior Transition Advisor will perform the following duties:

At the GS-13 Transition Advisor level:

- Fill critical program implementation staffing needs in the field and in Washington, DC, including the provision of ad hoc support to new OTI country program start-ups, ongoing OTI country programs and on-call technical assistance;
- Apply a sound understanding of USAID's programmatic and operational processes in Washington to support transition programming overseas, including assessment and conceptualization, design, management, analysis and evaluation of political transition and/or post-conflict activities;
- Assist the OTI Country team with new country start-ups, or provide support while the OTI Country Representative or Deputy Country Representative is absent;
- Support, if required, closeout activities related to OTI programs, and provide technical assistance to ongoing evaluations of OTI programs in the field;
- Participate in conceptualizing and designing country program strategies and objectives in close coordination with OTI staff, USAID and U.S. Department of State personnel and other governmental and non-governmental actors, based on political analysis and U.S. Government policy;
- In collaboration with the relevant OTI regional team, participate in assessments for possible new country programs and visits to field sites in areas where OTI has projects;
- Assist with the development of information management products and improved business practices for OTI based on research and personal field experience lessons learned;
- When required serve as Contracting Officer Representative (COR) for Task Orders with a

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contractor for Program Office services, ensuring OTI's requirements are met (serving as COR requires the successful completion of a USAID training course within the first 6-12 months of employment);

- In collaboration with the OTI Country team, update and revise, as needed, program management guides, including strategic planning and field operations materials;
- When required, supervise the implementation of OTI-financed activities, including overseeing and/or managing the selection of program implementers such as grantees, contractors, and Personal Services Contract employees;
- Assist in drafting documents outlining future planning and vision in the development and implementation of OTI programs and assist in developing and improving country program monitoring and evaluation systems and in providing guidance on designing and managing final evaluations;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Review program budgets and propose changes and adjustments and draft any written justifications that will assist in securing quick approvals;
- Help 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;
- As requested by Embassies or USAID Missions, provide support for the design and execution of programs that follow OTI's quick impact programming model. Support to Embassies and USAID Missions may also include attendance and/or facilitation of program management processes for follow-on programming including but not limited to rolling assessments, strategy review sessions, program performance reviews and management reviews;
- When required by the OTI Country team, represent OTI's mission and global programs to visitors, senior officials from international organizations, bilateral donors and national and local foreign government officials;
- Assist the OTI team in identifying or seeking out NGOs, international donors, USG agencies and other organizations of importance to OTI programs in Washington and the field, and develop and maintain professional relationships with them;
- When required, serve as a liaison with other DCHA offices, other USAID divisions and the U.S. Department of State on program and policy direction;
- Assist the OTI Country Team in determining program and project agreements with

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governmental and non-governmental counterparts, within the guidelines provided by the OTI Chief, FPD, or his/her designee;

- When required, assume higher representational responsibilities, potentially serving as Acting OTI Country Representative, Deputy Country Rep, Team Lead or Deputy Team Lead in his/her absence;
- Supervise staff as delegated by the supervisor (e.g. Program Managers, Program Assistants, Program Admin Assistants, etc.). 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;
- Perform other related duties as determined by the supervisor to help ensure successful OTI program implementation.

At the GS-14 Senior Transition Advisor level:

- Fill critical program implementation staffing needs in the field and in Washington, DC including the provision of ad hoc support to new OTI country program start-ups and on-call technical assistance;
- Apply a sound understanding of USAID's programmatic and operational processes in Washington to support transition programming overseas, including assessment and conceptualization, design, management, analysis and evaluation of political transition and/or post-conflict activities;
- Advise Senior Management and Team Leaders on budget processes and reviews, preparing justification documentation when necessary;
- Act as OTI's in-country Start-Up Manager for limited periods of time for new country start-ups, or provide support while an OTI Country Representative is absent;
- Execute, if required, closeout activities related to OTI programs, and provide technical assistance to ongoing evaluations of OTI programs in the field;
- Monitor local and regional political developments and regularly brief staff on their potential programmatic impact;
- Conduct, in collaboration with the relevant OTI regional team, assessments for possible new country programs, and visits to field sites in areas where OTI has projects;

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- Conceptualize and design the country program with project managers and grantees;
- Monitor and evaluate OTI country programs through regular communication with staff, reports from the field and Washington, liaising with the OTI Program Office team, and regular site visits;
- Update and revise, as needed, program management guides, including strategic planning and field operations materials;
- Ensure that all field staff adhere to security restrictions;
- Conceptualize and design country program strategies and objectives in close coordination with OTI staff, USAID and U.S. Department of State personnel, and other governmental and non-governmental actors, based on political analysis and U.S. Government policy. When necessary, assist in refining strategic objectives and advocate on behalf of new programmatic approaches in-country possibly linked to neighboring country programs if considered appropriate;
- Independently plan, design, and monitor OTI programs;
- Assist with the development of information management products and improved business practices for OTI based on research and personal field experience lessons learned;
- When required, serve as Contracting Officer Representative (COR) for Task Orders with a contractor for Program Office services, ensuring OTI's requirements are met (serving as COR requires the successful completion of a USAID training course within the first 6-12 months of employment);
- When required, supervise the implementation of OTI-financed activities, including overseeing and/or managing the selection of program implementers such as grantees, contractors, and Personal Services Contract employees;
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives;
- Advise and/or assist in drafting documents outlining future planning and vision in the development and implementation of OTI programs, and assist in developing and improving country program monitoring and evaluation systems, providing guidance on designing and managing final evaluations;
- Help 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;

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- As required by Embassies or USAID Missions, provide support for the design and execution of programs that follow OTI's quick impact programming model. Support to Embassies and USAID Missions may also include attendance and/or facilitation of program management processes for follow-on programming including but not limited to rolling assessments, strategy review sessions, program performance reviews and management reviews;
- Represent and articulate OTI's mission and global programs to visitors, senior officials from international organizations, bilateral donors and national and local foreign government officials;
- Identify or seek out NGOs, international donors, USG agencies and other organizations of importance of OTI programs in Washington and the field, and develop and maintain professional relationships with them;
- Serve as a liaison with other DCHA offices, other USAID divisions and the State Department on program and policy direction;
- Negotiate, within the guidelines provided by the OTI Chief, FPD, or his/her designee, program and project agreements with governmental and non-governmental counterparts;
- Assist the OTI Country Team in determining program and project agreements with governmental and non-governmental counterparts, within the guidelines provided by the OTI Chief, FPD, or his/her designee;
- When required, assume higher representational responsibilities, potentially serving as Acting OTI Country Representative, Deputy Country Rep, Team Lead or Deputy Team Lead in his/her absence;
- Provide training and mentoring on OTI program implementation for OTI staff both in Washington and the field as required;
- Supervise staff as delegated by the supervisor (e.g. Program Managers, Program Assistants, Program Admin Assistants, etc.). 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;
- Perform other related duties as determined by the supervisor to help ensure successful OTI program implementation.

SUPERVISORY RELATIONSHIP:

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The Transition Advisor/Senior Transition Advisor will be supervised by the Chief of OTI's Field Programs Division, or his/her designee, and will also work under the general guidance and direction of the OTI Country Representative in the field.

SUPERVISORY CONTROLS:

At the GS-13 level, 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.

At the GS-14 level, the supervisor will provide administrative directions in terms of broadly defined missions or functions. The employee will independently plan, design and carry out programs, projects, studies or other work assignments. The employee's work will be considered technically authoritative and normally accepted without significant change, and will be reviewed in terms of fulfillment of program objectives, influence on the overall program, or contribution to the advancement of the objective.

10. 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).

11. 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.

12. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of 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-13 Transition Advisor level:

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(1) A Master's degree with **five (5) years** of work experience;

OR

A Bachelor's degree with **seven (7) years** of work experience;

AND

- (2) A minimum of **five (5) years** of project management experience with a U.S. Government foreign affairs agency, domestic or international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities;
- (3) A minimum of **three (3) years** of overseas field experience working in a developing country, of which **one (1) year** must consist of field experience in one or more countries undergoing a political transition.
- (4) A minimum of **two (2) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff

At the GS-14 Senior Transition Advisor 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) A minimum of **six (6) years** of project management experience with a U.S. Government foreign affairs agency, domestic or international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities;
- (3) A minimum of **four (4) years** of overseas field experience working in a developing country, of which **two (2) years** must consist of field experience in one or more countries undergoing a political transition;
- (4) A minimum of **three (3) years** of supervisory experience (including but not limited to mentoring, training, and guiding staff).

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SELECTION FACTORS

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

- Applicant is a U.S. Citizen;
- Complete 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 is 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 incumbent must obtain Department of State medical clearance within six months after the contract is issued. If a medical clearance is not obtained within this period, USAID may terminate the contract at the convenience of the government.

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

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.

Factor #1 Demonstrated experience managing programs and resources in complex political transition and post-conflict environments, including the design and implementation of small-grant political transition activities.

Factor #2 Demonstrated experience in contract and grant management, including overseeing and monitoring a non-Federal organization implementing rapid small grants activities under a Federal contract, grant, or cooperative agreement both in the field and in the home office.

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- Factor #3 Demonstrated experience leading, supervising, and training diverse professional staff, contractors or grantees in challenging operating environments both in the home office and in the field.
- Factor #4 Demonstrated experience using political analysis to inform programming policy, strategies and objectives, especially in conflict-prone environments.
- Factor #5 Demonstrated experience using diplomacy, tact, and political acumen when interacting with, and representing organizations to, U.S. Government agencies, donor and international organizations, and local counterparts, including beneficiaries both in the home office and in the field.

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 – 15

Factor #2 – 15

Factor #3 - 10

Factor #4 - 10

Factor #5 - 10

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

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APPLYING:

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

Qualified individuals are **required** to submit:

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

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

2. Supplemental document specifically addressing:
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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.

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

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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

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at: <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml> or at <http://www.usaid.gov/forms/>

1. Federal Employment Application (OF-612).
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).

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

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

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

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AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable).*

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

* Standardized Regulations (Government Civilians Foreign Areas).

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

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

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ATTACHMENT 1

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

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

(a) Definitions. Terms used in this General Provision are defined in 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

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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 must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

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ATTACHMENT 2

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

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

“Coercion” means—

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

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

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

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

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

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

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

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

“Severe forms of trafficking in persons” means—

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

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

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

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

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

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

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

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

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

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

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

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