



USAID
FROM THE AMERICAN PEOPLE

United States Agency for International Development

Request for Personal Service Contractor

USAID Office of Food for Peace (Multiple Positions)

Position Title: **Food for Peace Officer**
Solicitation Number: **M/OAA/DCHA/AFP-09-900**
Salary Level: **\$86,927.00 - \$113,007.00**
Issuance Date: April 20, 2009
Closing Date: May 20, 2009
Closing Time: 12:00 P.M. EST

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services for the above position under a personal services contract, as described in the attached solicitation.

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

1. Complete and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed).
2. Supplemental documentation specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

NOTE: Submission of a resume alone **IS NOT** a complete application. This position requires the completion of Form OF 612 and the supplemental materials as described in the solicitation. Please carefully review the complete job announcement and the accompanying instructions. Failure to provide the required information and/or materials will result in your not being considered for employment.

All applicants must submit one (1) signed original, four (4) copies AND **one** emailed copy of U.S. Government Form OF 612 and the supplemental documentation addressing the QRFs. Incomplete or unsigned applications shall not be considered.

The forms and supplements should be mailed or delivered, and emailed to:

Mr. Lance Butler III
U.S. Agency for International Development
Office of Acquisition and Assistance
RRB, Room 7.10-002
1300 Pennsylvania Ave, NW
Washington, D.C. 20523

TELEPHONE: 202-712-4248
FAX NUMBER: 202-216-3396
EMAIL: lbutler@usaid.gov

Applicants should retain for their record copies of all enclosures that accompany their applications.

Sincerely,

s/

Lance Butler III
Contracting Officer
USAID

Solicitation for USPSC – Food for Peace Officer

- 1. SOLICITATION NUMBER: M/OAA/DCHA/AFP-09-257**
- 2. ISSUANCE DATE: April 20 2009**
- 3. CLOSING DATE: May 20, 2009 @ 12:00 P.M.**
- 4. POSITION TITLE: Food for Peace Officer**
- 5. MARKET VALUE: GS-13 Equivalent (\$86,951.00 - \$113,007.00).** Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
- 6. PERIOD OF PERFORMANCE:** 2 years with option to renew for up to 3 additional years.
- 7. PLACE OF PERFORMANCE:** Washington, D.C. with possible field trip assignments.

8. STATEMENT OF WORK**Background**

Title II of the Agricultural Trade and Assistance Act of 1954 (P.L. 480), as amended, authorizes the use of food assistance to combat hunger and malnutrition abroad. This position is located in the Bureau for Democracy, Conflict and Humanitarian Assistance, Office of Food for Peace (DCHA/FFP), which manages over \$1.5 billion in food aid most years, and employs a staff of over 50 in Washington. Information on FFP is available at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/

The incumbent will be assigned to a geographic team, and be responsible for food aid programs primarily implemented by Private Voluntary Organizations (PVOs) and the United Nations World Food Program (WFP) in up to five countries, depending on the size and complexity of the programs in those countries. The incumbent will work either exclusively or predominantly on emergency food aid programs, depending on the nature of food aid needs in the countries assigned.

9. CORE DUTIES AND RESPONSIBILITIES:

The Food for Peace Officer (FFPO), also known as a Country Backstop Officer (CBO), analyzes food aid needs, recommends and implements strategies, and manages Title II food assistance programs undertaken by implementing partners, predominately Private Voluntary Organizations (PVOs) and the United Nations World Food Program (WFP) in up to five countries.

As part of a geographic team, the incumbent will carry out the following functions for assigned countries:

1. Serve as primary point of contact for the U.S. Government, implementing partners, and others on Title II food aid issues
2. Assess food assistance needs based on a variety of sources, including field assessments, technical data, early warning information, and reporting from USAID field staff, PVOs, and WFP.
3. Identify priorities for funding, review appeals and proposals, and recommend programs to be supported. Draft and assemble documentation for program approval and funding.
4. Monitor programs through field visits, field staff reports, and information provided by implementing partners to maximize program effectiveness and ensure programs are being implemented in a manner consistent with policy and legislative guidelines.
5. Monitor developments in assigned countries and programs to identify policy issues related to food aid, and make recommendations to senior FFP management on policy issues.
6. Draft information products (e.g., updates, memoranda) on food security situations and FFP programs, provide briefings, and represent FFP in meetings and working groups with other USAID colleagues and representatives from other agencies.
7. Occasional other duties as assigned.

10. GUIDELINES

Pertinent sources of information consist of the Title II laws and legislative initiatives, FFP issued guidelines and information bulletins, and USAID Agency and Bureau rules and regulations, which govern the use of the U.S. food assistance programs. The incumbent must exercise considerable judgment in determining the application of current legislative provisions and executive policies to assigned responsibilities. The incumbent is expected to be innovative and original in formulating new or improved approaches to problem resolution.

11. SUPERVISION

The incumbent works under the supervision of a Team Leader and a Division Chief, in DCHA/FFP. The incumbent exercises independence and initiative in defining and carrying out duties, prioritizing overall objectives and managing available resources. The incumbent develops deadlines for activities and other specialized tasks and is responsible for planning and carrying out assignments, resolving most conflicts that arise, and coordinating the work with others as necessary. The incumbent interprets policy on own initiative and in terms of established objectives. The incumbent keeps supervisor informed of progress in the achievement of objectives and advised of potentially controversial matters. Completed work is reviewed in terms of effectiveness in advancing USAID's Food Security policy, DCHA/FFP'S Strategic Plan and Bureau objectives as enunciated in the annual results reports/resource request submissions.

12. WORK ENVIRONMENT

Work is primarily performed in an office setting. The requirement for field trip assignments to consult with Mission and cooperating sponsor managers of food aid programs may however expose the incumbent to difficult working surroundings and security risks during the course of travel.

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

13. POINT OF CONTACT: See Cover Letter.

1. MINIMUM REQUIREMENTS FOR THE POSITION

A. Education/Experience: Applicants must possess the minimum qualifications for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position.)

- A four-year degree from an accredited US or an internationally recognized institution with significant study in, but not limited to, international relations/development, nutrition, public health, agriculture, food or agriculture economics, or other related fields.
- A total of at least five (5) years professional experience in humanitarian assistance and/or international development or other international experience; of which three (3) years must be experience related to international food aid.

Note: An advanced degree from an accredited US or an internationally recognized institution focusing on, but not limited to, food policy, food security, agriculture, economics, public health, nutrition, international relations/development or other related fields may substitute for one (1) year professional experience in humanitarian assistance and/or international development.

B. Selection Factors: Applicants must possess the minimum qualifications 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 and hand-signed federal form OF-612 and OF-612 continuation sheets submitted (**Note:** All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experience. Experience that cannot be quantified will not be counted towards meeting the experience requirements.)
- * Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- * Ability to obtain a SECRET level security clearance as provided by USAID within a six month period.
- * Ability to obtain a Department of State medical clearance;

2. QUALITY RANKING FACTORS (QRFs)

The following quality ranking factors and required skills are listed below and will be the basis for the evaluation of all applications. All applications will be evaluated and scored based on the documentation submitted with the application, the following factors, and the performance in the interview.

- Demonstrated ability to assess, develop, and recommend appropriate P.L. 480 Title II country level food aid programs and activities. (25 points)
- Demonstrated knowledge of the mode of operation among PVOs, UN agencies and USG agencies involved in development and/or humanitarian relief and ability to work effectively across agencies on issues related to funding and program implementation. (20 points)
- Demonstrated ability to analyze budgets, identify program implementation constraints and successes, manage US government or other agency financial agreements, and general knowledge of the USAID procurement process. (20 points)
- Ability to communicate effectively both orally and in writing, including well developed social/interpersonal and problem solving skills. (20 points)
- Knowledge of the key issues and priorities in implementing international humanitarian food assistance programs. (15 points)

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. Applicants are required to address each of the QRFs on a separate sheet 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 address the selection and/or Quality Ranking Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The most qualified candidates may be interviewed and required to provide a writing sample. DCH/FFP will not pay for any expenses associated with the interviews. USAID will evaluate the applicant's professional references and academic credentials.

NOTE: USAID offer of employment is conditioned upon the candidate obtaining a Secret security clearance within six months after extension of offer. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

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

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

http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612.
2. Medical History and Examination Form (DS-1843). **

** 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/business/business_opportunities/cib/subject.html#psc

to determine which CIBs and AAPDs apply to this contract.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

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
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 HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0> .

Note: Personal Services Contractors are not eligible to participate in the Federal Employees Health Programs.

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

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

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided

that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a 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).