



USAID
FROM THE AMERICAN PEOPLE

USAID MISSION/IRAQ

SOLICITATION NUMBER: SOL-267-16-000012

ISSUANCE DATE: September 30, 2016

**CLOSING DATE/TIME: October 21, 2016
17:00 Baghdad time**

SUBJECT: Solicitation for U.S. Personal Service Contractor (PSC)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens to provide personal services under contract as described in this solicitation.

Application must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

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.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Leslie C. Petersen
Contracting Officer

USAID/Iraq
US Embassy Compound
International Zone
Baghdad-Iraq

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** SOL-267-16-000012
2. **ISSUANCE DATE:** September 30, 2016.
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 21, 2016 no later than 17:00 Baghdad time.
4. **POSITION TITLE:** Program Advisor.
5. **MARKET VALUE:** \$87,263 - \$ 113,444 equivalent to GS-14. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Thirteen months with the option of renewal.
7. **PLACE OF PERFORMANCE:** Baghdad, Iraq with possible travel as stated in the Statement of Work.
8. **AREA OF CONSIDERATION:** U.S. Citizens.
9. **SECURITY LEVEL REQUIRED:** The successful applicant shall be required to obtain a Secret level security clearance as a pre-condition for employment.

10. BACKGROUND

Since 2003, USAID has been a major contributor to the U.S. government (USG) relief, stabilization and reconstruction effort in Iraq. USAID works closely with other USG entities, the Government of Iraq (GOI), provincial and local governments, international institutions such as the United Nations (UN) and the World Bank, and a network of partners from non-governmental organizations, local community groups, and Iraqi citizens.

U.S. assistance to Iraq has changed substantially over the past years, especially since the Da'esh offensive beginning in 2014. From 2003 to 2006, USAID focused on restoring essential services, such as in health, education, water and electricity; improving economic opportunities; building the foundation of democracy and governance; and managing conflict. In 2007, the focus shifted to strengthening the effectiveness of government and civil society, expanding private sector opportunities, supporting focused stabilization activities, and providing humanitarian assistance and support for internally displaced persons. These types of activities continued until 2009 when USG assistance began shifting from reconstruction to enhancing Iraq's capacity to rebuild itself and improving Iraq's ability to govern itself effectively. In December 2012 the mission's staffing profile changed dramatically when it was forced to reduce expatriate staff by 70 percent. Since October 2014, all projects are managed by one technical office, with support from in-country Executive and Program Offices and contracting and legal support from the Middle East Regional Platform (MERP) based in Frankfurt, Germany.

In 2014, Da'esh launched a brutal attack and secured an estimated 40 percent of Iraq's territory. In response, the USG joined other coalition partners in the Integrated Campaign Strategy to rid Iraq and the Middle East of Da'esh. The glide path for the closure of the USAID Mission was reversed and the current portfolio targets humanitarian assistance, stabilization, and economic and governance reform. The Mission now plans assistance through 2020 and is engaging additional staff.

11. STATEMENT OF DUTIES

The Program Advisor's responsibilities require experience in many areas of the Program Office's core areas: Mission strategy, program planning and reporting, project development and implementation, budget, and outreach and communications. S/he plays an important quality assurance role, advising technical teams on agency and mission policies, procedures, guidelines and best communication practices. S/he is also assigned tasks that are critical to the planning, management, implementation, and tracking of the USAID/Iraq portfolio, and especially to the Mission's outreach and communication efforts. Core to the incumbent's responsibility is working closely with technical, third country national staff, and locally employed staff to improve their skills and capacity.

The position is located in USAID/Iraq's Program Office. The incumbent reports to the Program Office Director or his/her designee. The position involves extensive writing, editing, and use of social media. The incumbent drafts, edits, and/or clears internal USAID communications for submission to the USAID Mission Director, U.S. Ambassador, the Deputy Chief of Mission, and other senior Embassy officials. The incumbent also supports USAID/Iraq Technical Office(s) to advance achievement of results in collaboration with other USG agencies, the GOI and other stakeholders. S/he guides and collaborates with USAID/Iraq staff to ensure new or amended projects and activities follow USAID and Mission-specific processes and requirements for branding and impact evaluation. The incumbent supports Mission staff in ensuring that Embassy personnel, including senior staff, are apprised of USAID activities and achievements, and that USAID is informed of Embassy activities to advance the USG's foreign policy objectives. S/he facilitates USAID/Iraq communications with the Bureau of Legislative and Public Affairs (LPA) and other outreach and communication staff in USAID/Washington. The incumbent also provides guidance and support to foster knowledge management, organizational learning and adaptation across all sectors in which USAID/Iraq implements its strategic programs. S/he develops products that meet the information needs of Mission management and provides information. S/he helps to coordinate the preparation of major reports on USAID/Iraq's development efforts.

DETAILED DUTIES AND RESPONSIBILITIES (with estimated percentages)

A. *USAID Iraq Outreach and Communications (55%)*

The incumbent supports strategic planning, project implementation, and far-reaching knowledge of program impact by developing and executing a Mission-wide communications and outreach strategy in collaboration with Technical Office(s), Foreign Service and Third Country National staff, and members of the U.S. Government Embassy Team. S/he engages a diverse community of development practitioners, beneficiaries, government and non-government officials to elevate public knowledge of U.S.-Iraq development collaboration. S/he participates actively in Agency-wide and broader USG public diplomacy efforts. S/he offers communications advice and provides

guidance to USAID staff, formulates and executes communications strategic plans, and coordinates a range of communications activities to inform Iraqi, American, and global audiences of USAID/Iraq development activities and achievements. S/he also advances the USAID/Iraq communications strategy to enable the Mission to more effectively manage for results. The incumbent coordinates closely with the Embassy's Public Affairs Section (PAS) in close collaboration with Iraqi, third country national and American colleagues.

The incumbent writes, edits, and works as part of a fast-paced team to develop and disseminate internal and external communication products and reports about USAID/Iraq's development efforts. S/he proactively supports the design and dissemination of public information products. S/he writes and coaches technical experts on effective narrative, provides edits, filters written work for appropriate messages, and ensures that USAID communication products meet the highest quality standards. S/he advises USAID/Iraq senior management on messaging and program image development. The incumbent translates complex messages and technical information into understandable, meaningful terms for a variety of audiences, both American and Iraqi. S/he is the primary liaison to PAS, working closely with senior PAS staff – including the Minister-Counselor when appropriate – to generate media coverage of U.S. development collaboration and USAID/Iraq activities. This may include drafting press releases and preparing for interactions with Iraqi and American journalists.

The incumbent supports activities to present USAID/Iraq programs to the public or VIP visitors. This may include a range of communications tools and distribution to a variety of audiences. The incumbent oversees the production of briefing materials and trouble-shooting during VIP visits. S/he ensures that all event information (scheduling memos, briefing memos, scene setters, talking points, speeches, etc.) have been prepared, meeting quality standards and time requirements, for project site visits or events that involve the Ambassador, Deputy Chief of Mission, USAID Mission Director or USAID Deputy Mission Director. S/he coordinates and consults with technical offices and the USAID/Iraq Mission Director or Deputy Mission Director on project signing ceremonies or other milestone events – including finalizing press releases, ensuring logistics are handled, etc.

B. Program Coordination and Support (35%)

- **Project Development and Implementation Support:** The incumbent supports project development and implementation processes. S/he provides up-to-date guidance to technical officers designing new projects and activities, to ensure compliance with Agency requirements, including for adequate planning, appropriate management reviews and approvals, and compliance with environmental, gender, sustainability and other regulations. These functions require the incumbent to work closely with technical officers and Program Office experts in the Middle East and other Bureaus in Washington.
- **Portfolio Reviews:** In close coordination with project A/CORs, and the technical office director, the incumbent helps coordinate portfolio reviews once or twice each year. Based on consultations with technical teams and senior management, the incumbent develops standard formats for project and activity review and issues arising for resolution. S/he works with technical teams and support offices to identify issues and draft the summary presentation for Mission review and discussion. The incumbent ensures that all documents are distributed to participants in advance of scheduled reviews. S/he leads follow up activities, including maintaining an official record of these portfolio reviews and a matrix to track completion of action items. The incumbent follows up on action items between portfolio reviews to ensure that actions are completed in accordance with agreed timetables.

- Unsolicited Proposals and Special Reporting: The incumbent coordinates and drafts responses to unsolicited proposals and other general requests for information. S/he ensures that appropriate mission staff review and comment on proposals and provide requested information. S/he coordinates reporting on cross-cutting issues that affect mission programs (e.g., gender, environment, anti-corruption).

C. *Program Planning and Budget Execution and Tracking (10%)*

- Program and Budget Planning and Implementation: The incumbent may assist with the coordination and preparation of the Embassy's submission of annual plans for fiscal year budgets, including congressional and other requirements of the Embassy and Washington DC. The incumbent may similarly assist with the coordination and preparation of USAID's portion of Mission Resource Requests, Congressional Budget Justifications, and required Congressional Notifications. The incumbent may assist with accurate monitoring of the mission's operating year budget and the status of funds. This involves coordination with the Office of Financial Management (OFM) to monitor program funds' commitment and obligation status and reconcile the mission's budget planning tables with Phoenix reports, prepare monthly reports for USAID/Washington on obligations and disbursements, and executing quarterly financial reviews. The incumbent performs may perform additional budget functions required to facilitate the management and implementation of the USAID/Iraq budget.

Supervisory Relationship: The incumbent will report to the Program Office Director or his/her designee.

Supervisory Controls: In the absence of the Program Office Director and Deputy Director, the incumbent may supervise an office of at least three individuals.

12. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands. During site visits, there will be some additional physical exertion including long periods of standing, walking over rough terrain, wearing personal protection equipment, etc. Selected applicant must meet new fitness for duty standards for Iraq (stated in 15 State 11055) which includes: (1) a full medical evaluation, and (2) must obtain medical clearance from State/MED in order to deploy to post.

13. POINT OF CONTACT: Francisco Santos, Supervisory Human Resources Specialist, USAID/Iraq, frsantos@usaid.gov or Leslie C. Petersen, Supervisory Executive Officer, LPetersen@usaid.gov (inquiries only). Applications will NOT be accepted to these email addresses. Please see item IV for instructions on how and where to submit applications.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. Education:** The candidate must have a master's degree in Communications, Finance, Economics, Public Administration, International Development, or Business Administration/Management.
- 2. Prior Work Experience:** The candidate must have at least five years of relevant international development experience in outreach and communication, management of portfolio strategy, design

and implementation of projects, project budget coordination or financial program management in a developing country context.

3. **Language Proficiency:** The candidate must have a level IV (fluent) in written and spoken English. A good working knowledge of Arabic is desirable.
4. **Knowledge:** The candidate must have a good understanding of the foreign assistance environment within the USG and the development environment in the Middle East. A solid knowledge of multi-format strategies to disseminate information to a variety of audiences is required. A good working knowledge in formulating, analyzing, and managing budget for an American or international development organization is required. A good knowledge of the federal budget system and familiarity with the Foreign Assistance Framework is desirable. Knowledge of the functions and business processes of USG Embassies and USAID Missions is desirable.
5. **Skills and Abilities:** The candidate must possess strong organizational skills and attention to detail. Evidence of effective team leadership skills through supervision responsibilities or informal mentoring is required. The ability to analyze quantitative information to present major themes and conclusions is required. The candidate must have good computer skills and experience in the use of Microsoft Office products (Word, Excel, PowerPoint, etc.) plus the ability to use internet search engines to facilitate information gathering and research. The candidate must have excellent management, interpersonal, and team building skills. Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables is required. The candidate must have excellent communication skills, orally and in writing, and through a myriad of formats. Ability to make cogent arguments clearly and succinctly in written and oral presentations is required. Ability to effectively facilitate discussions and/or meetings is required.

III. EVALUATION AND SELECTION FACTORS

Applicants must submit a summary statement of no more than one letter-size page, which describes how their relevant professional experience and education has prepared them to meet the specific challenges of the duties and responsibilities described above. Following the interview, those applicants ranked highest may be required to submit a timed writing sample on a topic provided. The selection committee may conduct reference checks at any time during the selection process.

Applications that do not meet the required minimum qualifications will not be scored.

- *Education and training (10 points)*
- *Technical knowledge/work experience (25 points)*
- *Language (20 points)*
- *Skills and abilities (45 points)*

Total possible points: 100

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above criteria. In addition, the references will be asked to provide a general assessment of the applicant's suitability for the position. USAID reserves the right to conduct interviews with the top ranked short-

listed applicants. The interview will be one of the determining factors in the final selection.

IV. APPLYING

1. Qualified applicants are requested to submit:
 - A. Most current Curriculum Vitae or resume;
 - B. Completed and signed USPSC Application Form, a302-3 (Offeror Information for Personal Services Contracts), which can be found at the following website: <https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc> ;
 - C. Three references, who are not blood-related, with telephone and e-mail contacts;
 - D. Brief appendix of no more than one letter-size page to demonstrate how prior experience and/or training have prepared them to meet the specific challenges of the duties and responsibilities described in the solicitation.
2. Applications must be received by the closing date and time specified in Section I, item 3, and submitted electronically to: iraqUSPSCjobs@usaid.gov.
3. To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation number in the application submission.

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.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86),
3. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

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

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

- (a) *Post Allowance (Section 220)*
- (b) *Separate Maintenance Allowance (Section 260)*
- (c) *Education Allowance (Section 270)*
- (d) *Education Travel (Section 280)*
- (e) *Post Differential (Chapter 500)*
- (f) *Payments during Evacuation/Authorized Departure (Section 600), and*
- (g) *Danger Pay Allowance (Section 650)*

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:
<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>