

SOLICITATION NUMBER	668-12-03-OTCM
ISSUING DATE	March 21, 2012
CLOSING DATE	April 6, 2012
POSITION TITLE	Crisis and Stabilization Advisor/Deputy Team Leader.
NUMBER OF POSITION(S)	One
MARKETING VALUE	<i>GS-14 (\$84,697 - \$110,104) In addition, this post has 25% Post Differential and 25% Danger Pay</i>
ORGANIZATIONAL LOCATION OF POSITION	Juba, South Sudan
DIRECT SUPERVISOR	Team Leader Office of Transitional Conflict Mitigation, Juba, South Sudan
SUPERVISORY CONTROL	Will be required to supervise three or more USAID/South Sudan Foreign Service National staff with governance-related management responsibilities.
PERIOD OF PERFORMANCE	One year with an option for renewal.
SECURITY ACCESS	SECRET Level
AREA OF CONSIDERATION	U.S. Citizens.
EMAIL ADDRESS FOR SUBMITTING APPLICATIONS	<a href="mailto:jubahrotcm13@usaid.gov">jubahrotcm13@usaid.gov</a>

## **A. BACKGROUND**

USAID South Sudan, the Office of Transition and Conflict Mitigation (OTCM) program is follow-on to USAID's Office of Transition Initiative (OTI) program operating in Sudan since 2003. Since the end of the interim period of the Comprehensive Peace Agreement (CPA), OTCM has focused its activities on supporting the transition to an independent and stable South Sudan. The OTCM program in South Sudan is focused on conflict management, youth engagement, and support to critical political processes such as the implementation of the Local Government Act and the constitutional review process.

In order to address increasing levels of insecurity in South Sudan, in October 2010 OTCM began programming through implementing partner AECOM with a focus on addressing ethnic violence in the region through peace and security, and stabilization activities in priority flashpoint areas. However since independence, the office has expanded its portfolio and addressing key challenges related to peace-building and civil society as well as developing an analytical framework to monitor address instability. The South Sudan Crisis and Stabilization Officer will support the OTCM portfolio and serve as deputy Team Leader in South Sudan and will report to the OTCM Team leader.

## **B. BASIC FUNCTIONS OF THE POSITION:**

The Crisis Stabilization Advisor will support the OTCM team in the development, oversight and management of the OTCM program and will also work closely with OTCM implementing partner organizations in the management and implementation of program activities.

The candidate must demonstrate problem-solving skills and the ability to implement creative approaches to monitoring and evaluating program activities in order to advise the OTCM Team Leader and other members of the Senior Management Team about ways of improving the program's activities and modalities. He/She must demonstrate professional maturity and ability to effectively represent OTCM. The Program Manager must also demonstrate personal maturity given the pervasive proximity of peers and supervisors in both professional and social settings at all hours of the day. Because of the likeliness of changes in program direction and implementation, the candidate must be a highly flexible individual capable of redesigning his/her roles and responsibilities.

The successful candidate must also be willing and able to perform a wide range of administrative functions (budget preparation, financial management, records management, travel assistance, etc.) to help ensure programmatic success.

The candidate will be a member of the USAID/South Sudan, OTCM team and will be based in Juba, South Sudan with frequent travel for extended periods to project locations and field sites throughout South Sudan. The position will be managed by the OTCM Team Leader.

## **C. MAJOR DUTIES AND RESPONSIBILITIES:**

- Support the effective implementation of the OTCM South Sudan program by ensuring activities are coordinated and integrated with other USAID and donor programs. Advise the OTCM senior management on program performance in the field, and offer input regarding the improvement of programmatic and operational modalities; as necessary, and also act as primary liaison with OTCM implementing partners at the field level, and ensuring that team goals and objectives are being met and understood by all.
- The Crisis and stabilization Advisor will also be required to develop an analytical framework to monitor progress and develop multi-sectorial options to mitigate instability. He/She will require a strong knowledge of USAID processes in order to

assist the mission in developing quick impact activities/processes and provide the OTCM director and Mission management timely options/analyses.

- Work with USAID and other counterparts to help shape and develop strategies and activities in support of USG, USAID, and OTCM objectives at the field level, and assist the OTCM team in the overall monitoring and evaluation (M&E) of OTCM-sponsored activities designed to achieve OTCM strategic objectives.
- Support OTCM senior management in meeting USAID administrative requirements (budget preparation and tracking, financial management, agreement management) Maintain detailed records/files of program information; assist in supervising, training, and/or mentoring locally hired teams in the field.
- Coordinate and advise on implementing partner operational platform and activities in the field in line with OTCM objectives, to ensure team goals and objectives are being met and are understood by all, even during rapid periods of change, and draft weekly and quarterly programmatic and analytical political reports incorporating information from OTCM activities.
- Assist in meeting and collaborating with USAID/South Sudan Mission personnel, U.S. Embassy staff, host country government officials, implementing partners, international organizations, indigenous and international NGOs, international donors, and others key players who may be interested in OTCM activities or have important information related to the start up or ongoing development of OTCM activities.
- Support regular communication and information sharing with other USAID activity managers and partners, bilateral donors, UN Organizations, International Organizations, and indigenous and international NGOs to ensure visibility and synergy of USAID/South Sudan OTCM activities; communicate and present lessons learned to audiences such as US government officials, host country government officials, other donor officials, and others as required.

#### **D. EVALUATION CRITERIA/SELECTION CRITERIA:**

Applicants are encouraged to provide a cover letter addressing how they meet the requirements of each of the criteria below. Applicants should provide this information in the same sequence as indicated below. Candidates will be evaluated and ranked based on the following selection criteria:

##### **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.)

- Complete and hand-signed federal form OF-612 submitted;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain a Medical (Class 1) and SECRET level security clearance; and satisfactory verification of academic credentials.

Education (10 points)

Bachelor's degree with significant study in a pertinent field, (including but not limited to public administration, law, political science, international development or international relations), and seven (7) years of relevant professional and progressively responsible experience in development assistance, including field experience in managing governance support programs;

OR

Master's degree with significant study in a pertinent field (including but not limited to public administration, law, political science, international development or international relations), and five (5) years of relevant professional and progressively responsible

experience in development assistance, including field experience in managing governance support programs.

**QUALITY RANKING FACTORS (QRFs)**

(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.)

QRF #1 Demonstrated technical expertise and experience in designing and managing conflict or stabilization programming at the local and state levels in a fragile state environment, preferably in Africa. Strong analytical background to develop frameworks for reporting, analysis and coordination. Relevant experience in a donor agency environment required.

QRF #2 Demonstrated knowledge and understanding of USG international assistance programs, culture and management objectives and demonstrated ability to collect, analyze, synthesize and distribute information to implementing partners and relevant agencies.

QRF #3 Demonstrated management experience with grants, cooperative agreements and/or contracts, preferably in a developing country context; including experience coordinating with and between implementing partners, monitoring and tracking performance of implementing partners, preparing documentation and analyses about program activities, progress, and results for internal and external use; and maintaining up-to-date, comprehensive files and records on individual agreements.

QRF #4 Demonstrated supervision/team leadership experience, preferably of foreign national staff in a developing country context.

**BASIS OF RATING:** Applicants who meet the Basic 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 Applicant Rating System is as Follows:

Education - 10 points

QRFs have been assigned the following points:

QRF #1 - 15 points

QRF #2 - 10 points

QRF #3 - 10 points

QRF #4 - 10 points

Interview Performance - 35 points

Satisfactory Professional Reference Checks - 20 points

Total Possible Points: 100

**E. Term of Performance**

The term of the contract will be for 12 months. Within one month after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, **the incumbent shall proceed to Washington, DC to take the mandatory pre-deployment training courses and then proceed directly to Juba, South Sudan** to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a

U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 25% Post Differential allowance and 25% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R). You will have to use your Annual Leave or Compensatory time for R&R. The R&R destination for Juba, South Sudan is London. Alternatively, one location in the United States may be designated.

**G. Medical and Security Clearance**

The selected applicant must be able to obtain a USG Secret Level security clearance, and a Department of State Class I Medical Clearance.

**H. Benefits:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

**A. BENEFITS:**

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

**B. ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)
  - (2) Living Quarters Allowance (Section 130)
  - (3) Post Allowance (Section 220)
  - (4) Supplemental Post Allowance (Section 230)
  - (5) Post Differential (Chapter 500)
  - (6) Payments during Evacuation/Authorized Departure (Section 600) and
  - (7) Danger Pay (Section 650)
  - (8) Education Allowance (Section 270)
  - (9) Separate Maintenance Allowance (Section 260)
  - (10) Education Travel (Section 280)
- \* Standardized Regulations (Government Civilians Foreign Areas).

**C. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.**

**I. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs**

AAPD 10-01	Changes in USG reimbursement amounts for Health Insurance and Physical Examination Costs
AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
CIB 01-10	Revision of medical clearance process - PSC with U.S. Citizens
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	
CIB 00-08	Revision of Competitive Process - PSCs with U.S. Citizens
CIB 00-03	FICA & Medicare Tax Rates for Personal Services Contracts

CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-16	Annual Salary Increase for USPSCs
CIB 98-14	Change in Required Application Form for USPSCs
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-17	PSC's with U.S. Citizens or U.S. resident aliens
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors
CIB 93-17	Financial Disclosure requirements under a Personal Services Contract
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

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/business/business\\_opportunities/cib/](http://www.usaid.gov/business/business_opportunities/cib/)

Additionally, AIDAR Appendixes D or J also applicable to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

#### J. APPLYING

All applications should be submitted electronically to e-mail address:

[jubahrOTCML3@usaid.gov](mailto:jubahrOTCML3@usaid.gov)

Attention: Suzan Lasu  
Human Resources Specialist  
USAID/Juba, South Sudan

**To ensure that your application is received for the intended position, please reference the solicitation number in the subject line of your e-mail or your application may not be considered.**

Applicants may submit an application against this solicitation at any time but prior to **April 06, 2012- 16:30 local (Juba, South Sudan) time unless revised. The highest ranking applications may be selected for an interview. Please note that only short listed candidates will be notified.**

#### K. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. **Qualified individuals are required to submit a U.S government OF-612 form which is available at the following websites:**

<http://www.usaid.gov/forms/OF612.pdf>

[http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html)

2. **His/her most current curriculum vitae (CV) or resume;**
3. **Three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts.**

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Juba, Southern Sudan will only contact references for the finalist, and will only do so with the permission of the applicant.

4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

**Point of Contact:**

Diane Moore

Contracting Officer

USAID/Juba, South Sudan Email: [dimoore@usaid.gov](mailto:dimoore@usaid.gov)

**Note:** No in-person appointments or telephone calls will be entertained.

**Place of Performance**

USAID/Juba, South Sudan