On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is www.GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services
FSC Class:

GSA Contract number: 47QRAA22D001F
Contract period: 10/27/2021 to 10/26/2026

Business Size: Large

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Family Health International (dba FHI 360)
359 Blackwell Street, Suite 200
Durham, NC 27701
Phone Number 919.544.7040
https://www.fhi360.org/

Contract Administrator: Susan Voskuil
E-mail: svoskuil@fhi360.org

Price list current as of Modification # PS-0006 effective 3/14/2022
Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

FHI 360 OVERVIEW AND CAPABILITIES

Family Health International (dba FHI 360) is a nonprofit 501(c)(3) human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. FHI 360 was created in 2011 when the teams of experts from Family Health International and the Academy for Educational Development were brought together into one organization. Together, we offer a unique mix of capabilities to address the interrelated areas of human development - health, education, nutrition, environment, economic development, civil society, gender equality, youth, research, and technology. FHI 360 serves more than 60 countries and all U.S. states and territories. Learn more at www.fhi360.org.

FHI 360 offers creative, science-based solutions to provide clients with immediate access to state-of-the-art program support. Because timely and comprehensive responses to client needs are critical, we provide full-service support in social marketing, public education and communication planning, market research and analysis, creative materials design and production, press and public relations, advertising, community mobilization, training and technical assistance, and comprehensive program evaluation. Our experienced and highly qualified staff enable us to support programs from conceptualization and planning through implementation and evaluation. This experience also enables us to understand highly complex technical, legal, and social issues inherent in government policy and private organization standards.

1a. Awarded Special Items Numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541214</td>
<td>541214RC</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Services</td>
</tr>
<tr>
<td>541613</td>
<td>541613RC</td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>5418100DC</td>
<td>5418100DCRC</td>
<td>Other Direct Costs for Marketing and Public Relations Services</td>
</tr>
<tr>
<td>541810</td>
<td>541810RC</td>
<td>Advertising Services</td>
</tr>
<tr>
<td>541910</td>
<td>541910RC</td>
<td>Marketing Research and Analysis</td>
</tr>
<tr>
<td>541820</td>
<td>541820RC</td>
<td>Public Relations Services</td>
</tr>
<tr>
<td>541850</td>
<td>541850RC</td>
<td>Exhibit Design and Advertising Services</td>
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<td>531210</td>
<td>531210RC</td>
<td>Financial Asset Resolution Services</td>
</tr>
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<td>522310</td>
<td>522310RC</td>
<td>Financial Advising, Loan Servicing and Asset Management Services</td>
</tr>
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<td>OLM</td>
<td>OLMSTLOC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
<tr>
<td></td>
<td>OLMRC</td>
<td></td>
</tr>
</tbody>
</table>

1b. Pricing: See the Price List on Page 4 for Hourly Rates for Labor Categories for all SINs.
1c. Labor Categories: See the Labor Category Descriptions on Page 7 for a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services.

2. Maximum order: $1,000,000

3. Minimum order: $100


5. Point(s) of production (city, county, and State or foreign country): Same as Company Address

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted).

7. Quantity discounts: None.

8. Prompt payment terms: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days.


10a. Time of delivery: To Be Determined at the Task Order level.

10b. Expedited Delivery: To Be Determined at the Task Order level.

10c. Overnight and 2-day delivery: To Be Determined at the Task Order level.

10d. Urgent Requirements: To Be Determined at the Task Order level.

11. F.O.B. point(s): Destination.

12a. Ordering address(es): Same as company address.

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as company address.


15. Export packing charges, if applicable: Not Applicable.

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable.
17. Terms and conditions of installation (if applicable): Not Applicable.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable.

18b. Terms and conditions for any other services (if applicable): Not Applicable.

19. List of service and distribution points (if applicable): Not Applicable.

20. List of participating dealers (if applicable): Not Applicable.


22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.): Not Applicable.

23. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM.
# Price List

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Year 1 10/27/2021 To 10/26/2022</th>
<th>Year 2 10/27/2022 To 10/26/2023</th>
<th>Year 3 10/27/2023 To 10/26/2024</th>
<th>Year 4 10/27/2024 To 10/26/2025</th>
<th>Year 5 10/27/2025 To 10/26/2026</th>
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<tbody>
<tr>
<td>Administrative Assistant**</td>
<td>Bachelor's</td>
<td>2</td>
<td>$57.09</td>
<td>$58.80</td>
<td>$60.56</td>
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<td>$178.59</td>
<td>$183.95</td>
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<td>$94.72</td>
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<td>$135.54</td>
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<td>$228.09</td>
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<td>$125.18</td>
<td>$128.93</td>
<td>$132.80</td>
<td>$136.79</td>
<td>$140.89</td>
</tr>
</tbody>
</table>
Service Contract Labor Standards (SCLS)

The labor categories that fall under the requirements of the SCLS, (i.e., non-exempt labor categories) are identified in the SCLS Table that follows. The prices for these labor categories meet or exceed the requirements in the SCLS Wage Determinations identified below. The table and narrative are incorporated into this contract.

Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Year 1 10/27/2021 To 10/26/2022</th>
<th>Year 2 10/27/2022 To 10/26/2023</th>
<th>Year 3 10/27/2023 To 10/26/2024</th>
<th>Year 4 10/27/2024 To 10/26/2025</th>
<th>Year 5 10/27/2025 To 10/26/2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Evaluation Advisor</td>
<td>Masters</td>
<td>10</td>
<td>$180.87</td>
<td>$186.29</td>
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<tr>
<td>Senior Financial Advisor</td>
<td>Masters</td>
<td>15</td>
<td>$210.88</td>
<td>$217.21</td>
<td>$223.72</td>
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<td>Masters</td>
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<td>$192.28</td>
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<td>$210.11</td>
</tr>
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<td>$159.88</td>
<td>$164.68</td>
<td>$169.62</td>
<td>$174.71</td>
<td>$179.95</td>
</tr>
<tr>
<td>Senior Marketing Advisor</td>
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<td>$192.68</td>
<td>$198.45</td>
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<td>$135.00</td>
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<td>$106.73</td>
<td>$109.93</td>
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<td>$217.23</td>
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<td>Writer/Editor</td>
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<td>$76.19</td>
<td>$78.47</td>
<td>$80.83</td>
<td>$83.25</td>
<td>$85.75</td>
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</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***)
in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**Labor Category Descriptions**

**Education and Experience Substitutions**

Family Health International (dba FHI 360) substitutes education and/or experience requirements of any of the service skill categories set forth herein:

- One year of experience is the equivalent of one year of education.
- One year of education is the equivalent of one year of experience

**Administrative Assistant** [SCA 01020]

Assists in preparing project documents; monitors revisions to federal regulations; assists with research activities, report preparation, and logistical support; assists in monitoring budgets; provides general support to project technical and financial staff.

**Qualifications:** Bachelor’s degree and two years’ experience in providing program assistance; experience with e-mail, word processing, and other computer software for office administration; ability to work independently or in teams; good organizational and communication skills.

**Administrative Associate**

Assists in quantitative and qualitative data collection, management, and analysis for technical assistance projects; provides Internet research, writing and logistical support; creates databases and manages data entry; assists in preparing technical reports, presentations, and scientific manuscripts, with special emphasis on formatting and creating bibliographies, graphs, and tables; manages research archives; and assists with proposal development and recruitment of technical experts.

**Qualifications:** Bachelor’s degree and three years’ work experience in administration and/or program assistance; research and data analysis experience; demonstrated experience with standard computer software for office administration, such as email, word processing, and spreadsheet programs; strong Internet skills; and good organizational and communication skills.

**Administrative Support**

Assists in quantitative and qualitative data collection, management, and analysis for technical assistance projects; provides Internet research, writing and logistical support; creates databases and manages data entry; assists in preparing technical reports, presentations, and scientific manuscripts, with special emphasis on formatting and creating bibliographies, graphs, and tables; manages research archives; and assists with proposal development and recruitment of technical experts.

**Qualifications:** Bachelor’s degree and three years’ work experience in administration and/or program assistance; research and data analysis experience; demonstrated experience with standard computer software for office administration, such as email, word processing, and spreadsheet programs; strong Internet skills; and good organizational and communication skills.
Communications Advisor
Provides overall technical leadership and management to social marketing and communication initiatives in development sectors, such as health, the environment, education, and public safety; develops and disseminates technical assistance products and services for social marketing and communications projects; coordinates liaison among national, federal, state, and local agencies;
participates in policy/advocacy meetings with federal, national, regional, state, and local organizations; provides capacity-building training and technical assistance to client organizations; and supervises preparation of technical reports and training materials.

**Qualifications:** Master’s degree in communications, marketing, or journalism; 10 years’ experience in social development, public policy, or related fields including five years’ experience in project management and proposal development; technical publications in related field desirable; presentation skills; and demonstrated ability in writing and editing.

**Communications Research Associate**
Develops and implements technical assistance activities, including workshop development, training and course development, presentations, needs assessments, and resource organization; works with senior technical staff and market research contractors to develop instruments, analyze survey data and create oral and written presentations; supports social marketing materials testing; coordinates activities on task orders; assists with monitoring and evaluation of project activities, including on-site monitoring; assists with preparation of evaluation reports; and provides administrative support for budgeting and tracking of expenditures.

**Qualifications:** Master’s degree in communications, marketing, sociology or related field; six years’ experience with technical assistance programs in communications and marketing research including two years’ experience planning and managing programmatic activities; familiarity with state and federal government contracting regulations; and good written and oral communications skills.

**Communications Specialist Minority/Special Interest Groups**
Administers technical assistance and training for communications projects serving minority and underserved populations; designs and coordinates training workshops; develops curriculum for workshops; develops grant proposals; provides on-site training and technical assistance in communication tools, including web development, conference planning, media advocacy, and presentations; manages budget planning and implementation; supervises other technical staff and subcontractors; and represents organization at policy planning meetings with donors and clients.

**Qualifications:** Master’s degree in communications, marketing research, health, education or related field; five years’ experience with development projects serving the needs of minority or special populations including three years’ experience in program planning and management; experience with state and federal contracting services; excellent writing and presentation skills; and Spanish language skills.

**Evaluation Analyst**
Designs and directs formative research projects for intervention design and program evaluation research in the social sector; provides technical assistance and training in applied research theories, research methodology, and program evaluation; designs and conducts training workshops; provides technical research support for the production of technical assistance materials, training manuals and policy documents; and prepares technical reports for clients and donors.
**Evaluation Coordinator**

Designs and implements research for planning and evaluating health and other social development programs to inform policy planning and impact assessment; designs and conducts quantitative and qualitative research and evaluation on the application of behavior theory, communication, and social marketing to promote behavior change; develops data collection instruments and protocols for quantitative research; conducts formative qualitative research used to develop survey instruments; determines appropriate sampling procedures and specifies sampling plans; provides training and supervision to research teams conducting applied research; conducts data analysis; develops and monitors multi-site assessments; and prepares technical materials, training manuals, and research and evaluation reports.

**Qualifications:** Master’s degree in health, education, or other social sciences; 10 years’ experience in quantitative and qualitative research and evaluation including five years’ experience planning and managing technical assistance projects evaluating social development programs; technical publications desirable; and excellent written and presentation skills.

**Executive Consultant**

Provides leading technical expertise in planning and implementation of projects; directs the activities of technical experts and other staff to design, implement, monitor, and evaluate projects; oversees management, budgetary, and administrative review and oversight of technical assistance projects; represents organization at top level policy and planning meetings with donors and clients; and supervises preparation of work plans, final reports and other documentation.

**Qualifications:** Master’s degree in social sciences; 15 years’ experience in providing technical assistance including 10 years’ experience in senior management or team leader positions; technical publications in related field desirable; and excellent organization, written and oral communication skills.

**Financial Analyst**

Provides various financial management services including but not limited to preparation of project budgets and fiscal year budgets, forecasting of expenses of research studies within functional area, monitoring of project expenditures; analysis of budget and expenditure data, and production of monthly and ad-hoc financial reports for projects. Provides oversight of accounting procedures and policies and is under the guidance of technical staff, negotiates site budgets for research projects, and works closely with Operations Support to create and revise financial systems for detailed tracking of departmental and research study budgets.

**Qualifications:** Bachelor's degree and 3 years experience in financial management.
Financial Assistant
Assists with budget preparation; reviews invoices for accuracy; processes invoices for payment; monitors project budgets; alerts project director to potential cost overruns; processes payments; assists with procurement; tracks project costs, commitments, and accruals; liaises with vendors, subcontractors, and consultants.

Qualifications: Bachelor’s degree in finance, business, or related field; three years’ experience in financial and budget assistance; ability to work independently and as part of a project team; high level of accuracy and attention to detail; experience using financial software packages.

Financial Associate
Provides financial/budgeting analysis for health, education, environmental, and public safety programs; assists project director with development of overall budget plans; prepares project budgets; oversees budget monitoring; prepares client reports; processes payments; assists with procurement; tracks project costs, commitments, and accruals; reviews invoices and billing; provides contract monitoring.

Qualifications: Bachelor’s degree in finance, business, or related field; five years’ experience in financial and budget assistance; good written and oral communication skills; ability to work independently and as part of project teams; and experience using financial software packages.

Financial Evaluation Analyst
Designs and directs formative research projects for intervention design and program evaluation research in the social sector; provides technical assistance and training in applied research theories, research methodology, and program evaluation; designs and conducts training workshops; provides technical research support for the production of technical assistance materials, training manuals and policy documents; and prepares technical reports for clients and donors.

Qualifications: Master’s degree in education, health, or other social sciences; five years’ experience in research and evaluation in social sector including three years’ experience managing technical assistance projects for private and public sector clients; technical publications desirable; and excellent written and presentation skills.

Financial Evaluation Coordinator
Designs and implements research for planning and evaluating financial interventions of health and other social development programs to inform policy planning and impact assessment; develops data collection instruments and protocols for quantitative research; conducts formative qualitative research used to develop survey instruments; determines appropriate sampling procedures and specifies sampling plans; provides training and supervision to research teams conducting applied research; conducts data analysis; develops and monitors multi-site assessments; and prepares technical materials, training manuals, and research and evaluation reports.

Qualifications: Master’s degree in finance, health, education, or other social sciences; five years’ experience in quantitative and qualitative research and evaluation including three years’ experience planning and managing technical assistance projects evaluating financial programs; technical publications desirable; and excellent written and presentation skills.
Financial Manager
Provides various financial management services including but not limited to preparation of project budgets and fiscal year budgets, forecasting of expenses of research studies within functional area, monitoring of project expenditures; analysis of budget and expenditure data, and production of monthly and ad-hoc financial reports for projects. Provides oversight of accounting procedures and policies and is under the guidance of technical staff, negotiates site budgets for research projects, and works closely with Operations Support to create and revise financial systems for detailed tracking of departmental and research study budgets.

Qualifications: Bachelor’s degree and 5 years experience in financial management.

Grants Manager
Manages financial programs with multiple subcontractors/grantees; manages the application and awards process; provides quality control; monitors expenses; prepares client reports.

Qualifications: Bachelor’s degree in business, finance, or related field; five years’ experience managing complex programs with multiple subcontractors/grantees; experience preparing and monitoring budgets and preparing pipelines; experience tracking programs for results; experience managing imprest accounts.

Graphic Design Specialist
Designs posters, logos, advertisements, displays, presentations, brochures, publications, web graphics, and other graphic needs on PC and Macintosh computer systems; and explores new and innovative ways to disseminate publications.

Qualifications: Bachelor’s degree in graphic design and two years’ experience in graphics for publications; experience with desktop publishing and graphics design; experience in publication design, planning, and coordination; and demonstrated ability to produce creative graphics, charts, and presentation materials.

Information Coordinator
Provides technical assistance in developing and managing information and dissemination strategies, services, and products; responds to requests for information from a variety of information sources, including online bibliographic resources (such as Dialog), and the Internet; develops outreach strategies for information sharing; and trains staff in approaches that help ensure information and knowledge management.

Qualifications: Master’s degree in library and information science, education, or other information-related field; 10 years’ experience in information management; experience in designing information and dissemination strategies, and research and reference services including five years’ experience in outreach and training related to information and knowledge sharing; experience in effective use of information resources externally and internally within the organization; and strong oral and written communications skills.
Program Director
Directs and leads the planning and execution of projects and/or departmental operations to achieve program objectives and meet client expectations; demonstrates experience in planning, organizing and/or directing programs, staff and/or technical efforts; drives the development and manages the execution of high quality, integrated cross-functional plans for programs by applying project management best practices; oversees performance tracking and reporting, issue and risk mitigation efforts, financial management, and overall administration for their program; selects, develops and evaluates personnel to ensure the efficient operation of the function; and employs a high degree of creativity and foresight to plan, organize and guide programs or activities for which approaches or precedence may be unclear or non-existent.

Qualifications: Master's degree and twelve years' experience in senior management or team leader positions.

Program Manager I
Leads and manages the planning and execution of new or existing projects to achieve program objectives and meet client expectations; demonstrates experience in planning, organizing and/or directing projects, staff and/or technical efforts; drives the development and manages the execution of high quality, integrated cross-functional plans for the project by applying project management best practices; responsible for overall administration for the project, including project schedule planning, budget/financial monitoring, performance tracking and reporting, issue and risk mitigation efforts, and selects, develops and evaluates personnel to ensure the efficient operation of the function; and employs foresight to plan, organize and guide the project and activities, while ensuring progress is benchmarked against workplans.

Qualifications: Bachelor's degree and five years' experience in mid-level management or team leader positions.

Program Manager II
Leads and manages the planning and execution of projects and/or departmental operations to achieve program objectives and meet client expectations; demonstrates experience in planning, organizing and/or directing projects, staff and/or technical efforts; supports the development and manages the execution of high quality, integrated cross-functional plans for the project by applying project management best practices; responsible for overall administration for their program, including project schedule planning, budget/financial monitoring, performance tracking and reporting, issue and risk mitigation efforts, and selects, develops and evaluates personnel to ensure the efficient operation of the function; and employs creativity and foresight to plan, organize and guide programs and activities, while ensuring priorities are balanced across multiple clients' expectations.

Qualifications: Bachelor's degree and eight years' experience in mid-level management or team leader positions.

Program Manager III
Leads and manages the planning and execution of projects and/or departmental operations to achieve program objectives and meet client expectations; demonstrates experience in planning, organizing
and/or directing projects, staff and/or technical efforts; supports the development and manages the execution of high quality, integrated cross-functional plans for the project by applying project management best practices; responsible for overall administration for their program, including project schedule planning, budget/financial monitoring, performance tracking and reporting, issue and risk mitigation efforts, and selects, develops and evaluates personnel to ensure the efficient operation of the function; and employs creativity and foresight to plan, organize and guide programs and activities, while ensuring priorities are balanced across multiple clients' expectations.

**Qualifications:** Master's degree and eight years' experience in mid-level management or team leader positions.

**Project Analyst**

Provides critical data support to projects; oversees the collection of information relevant to projects' technical, financial, and contractual success; ensure compliance with corporate and client rules and regulations; develop and maintain systems for budget tracking, financial forecasting, and project monitoring and evaluation; define key performance parameters and create regular reports to track progress; and perform analysis relevant to project success.

**Qualifications:** Bachelor’s degree and 2 years’ experience in program, information, and/or financial/budget assistance.

**Project Associate**

Provides technical and operational support to projects; collects, compiles, and analyzes information relevant to projects; provides administrative and project support, in addition to communication efforts related to program management and execution; ensures compliance with internal and external regulations; monitors budget for programs and develops monitoring system for reviewing project status; ensures technical progress while adhering to budget, scope, and schedule requirements; develops/reviews work plans, prepares presentations, and supports other related project objectives and deliverables.

**Qualifications:** Bachelor’s degree and 2 years’ experience in administration and/or program assistance.

**Quantitative/Qualitative Research Analyst**

Manages quantitative research activities, including statistical design, analysis, data collection; and multi-site management; provides technical assistance in survey data, clinical databases, financial databases and other databases; provides technical assistance for data collection, data entry, and task management to support research, analysis, decision-making and dissemination of results; organizes formative research phase for interventions at the system, provider and client levels; prepares evaluation plans and analysis designs; implements analyses, including predictive and explanatory modeling; and drafts final reports, articles, and presentations.

**Qualifications:** Master’s degree in social sciences, research and evaluation, or related field; 10 years’ experience in research and evaluation including five years’ experience in multi-site management of statistical research; technical publications in related field desirable; and excellent written and presentation skills.
Research and Evaluation Associate
Provides technical and operational assistance on evaluation studies for social sector programs; collaborates on survey development and construction; monitors data collection and manages on-site data collection contractors; reviews contractor work for quality assurance; conducts content analyses of focus group discussions and open-ended interview questions; interprets survey data; produces data tables, charts, and illustrations for technical reports, presentation materials, and scholarly articles; collaborates on technical report production and literature reviews; and manages project files and retrieval systems.

Qualifications: Master’s degree in health, education or other social sciences; six years’ experience in research and evaluation including three years’ experience participating in technical assistance projects in research and evaluation; experience using word processing software applications; and excellent written and oral skills.

Research Associate** [30461]
Assists in technical research and evaluation for projects; collaborates on data collection, survey development and construction; facilitates reviews of contractor work for quality assurance; supports content analyses of technical activities; contributes to the production of data tables, charts, and illustrations for technical reports, tools, and presentation materials; collaborates on technical report production and reviews; and provides general support to project technical staff.

Qualifications: Bachelor’s degree and 2 years’ experience in research and/or program assistance.

Senior Communications Researcher
Provides technical leadership for communications research and social marketing clients; directs strategic planning and development of communications projects in social development sector; designs communications research strategies for specific social issues; manages implementation of communications projects, including supervision of technical staff and subcontractors; initiates and directs collaboration with development partners; and represents organization at policy/public advocacy planning meetings with donors and clients.

Qualifications: Master’s degree in communications, health, or social sector research; 15 years’ experience in communications and marketing for development including 10 years’ experience in project planning and management; experience with state and federal contracting services; technical publications in related field desirable; and excellent written and presentation skills.

Senior Communications Researcher/Specialist
Designs and manages communications strategies for social sector development; coordinates and monitors research subcontractors in designing, conducting and analyzing research to guide communication and marketing strategies, pre-tests materials, and evaluates results; provides technical assistance to client organizations on behavior change communications; designs and delivers training workshops in communications, marketing research, and media advocacy; provides on-site project coordination and supervision; designs and develops materials for communications programs; plans and manages research projects in communications strategies and best practices; develops plans for
dissemination of research results; and researches and writes strategy papers and handbooks on communications.

**Qualifications:** Master’s degree in communications, health education, or social sector research; 10 years’ experience in communications, marketing, training, and/or research including five years’ experience in program planning and management; experience with multi-disciplinary approaches to communications research; technical publications in related field desirable; familiarity with state and federal government contracting regulations; and excellent written and presentation skills.

**Senior Evaluation Advisor**
Directs the development and administration of evaluation technical assistance for programs and services in social sector reform; designs and conducts evaluations of a range of social programs, such as systemic school reform, youth employment preparation, community development; and school governance and leadership; designs assessment instruments; prepares program plans, budgets and evaluation reports; supervises development of material for public information; develops proposals for private and government grant programs; designs and conducts workshops for institutional clients in the private and public sectors; and directs strategic planning for field offices.

**Qualifications:** Master’s degree in education, health, or social sciences; 10 years’ experience in designing and conducting evaluation technical assistance in the social sector including five years’ experience planning and managing technical assistance for state and federal programs; technical publications desirable; and excellent written and presentation skills.

**Senior Financial Advisor**
Directs strategic financial/budgetary planning; develops and interprets cost proposals; negotiates budgets with clients in U.S. federal and state agencies, multilateral funding agencies, U.N. organizations, foundations, and others and with FHI 360 partner organizations; researches and targets financial policy issues in health, education, the environment, public safety, humanitarian assistance, and other social sectors; provides technical expertise in financial policy to the organization and its clients; remains abreast of federal regulations relevant to the organization’s interests.

**Qualifications:** Master’s degree in finance, business administration, economics, international affairs; 15 years’ experience with financial policy at the state or national level in the United States and internationally including five years’ experience in financial program planning and management; and excellent public presentation skills.

**Senior Financial Evaluation Advisor**
Directs the development and administration of evaluation technical assistance for financial programs and services; designs and conducts financial evaluations of a range of social programs; designs assessment instruments; prepares program plans, budgets and evaluation reports; supervises development of material for public information; develops proposals for private and government grant programs; designs and conducts workshops for institutional clients in the private and public sectors; and directs strategic planning for field offices.
Qualifications: Master’s degree in education, health, or social sciences; 10 years’ experience in designing and conducting evaluation technical assistance in the social sector including five years’ experience planning and managing technical assistance for state and federal programs; technical publications desirable; and excellent written and presentation skills.

Senior Grants Manager
Provides overall supervision for programs consisting of multiple subcontractors/grantees; develops systems and tools to ensure transparent processes for grant solicitation and implementation; assesses financial capabilities of applicants, subcontractors, grantees; oversees technical implementation; monitors deployment of funds; develops, oversees project budgets and accounts; oversees financial reporting.

Qualifications: Master’s degree in management, finance, or business; 10 years’ experience managing complex programs; ability to deal effectively with subcontractors/grantees; ability to provide quality control for financial and technical inputs; experience working with a diverse client base, including the U.S. government.

Senior Marketing Advisor
Directs marketing and communications strategic planning for health, education, environmental, public safety and other social development programs; conceptualizes and manages media campaigns on social issues; leads development of contracts with advertising agencies; oversees development and execution of public relations plans that support marketing activities; oversees the development of communication vehicles, including Internet applications, electronic mail messages, monographs, and newsletters; represents the program with government and other policy making groups; collaborates with multidisciplinary task forces; and manages research efforts by staff and/or subcontractors.

Qualifications: Master’s degree in communications, journalism, or marketing; 15 years’ experience creating marketing and/or media campaigns including five years’ experience managing marketing and communications for social programs at the local, state and national level; previous experience with professional media outlets; familiarity with state and federal contracting services; demonstrated ability in writing, editing and creating dissemination vehicles; and good presentation skills.

Senior Research Advisor
Directs the design, coordination, and delivery of formative research and evaluation technical assistance to local, state and federal agencies, and private foundations; provides lead technical assistance on program evaluation, including development of questions, study design, sampling, instrument development, data collection procedures, data analyses, and report preparation; pursues the identification and development of new research and evaluation opportunities with an emphasis on the application of behavior theory, communication, and social marketing to promote behavior change; provides technical leadership in the use of quantitative and qualitative methods, and participatory approaches; manages proposal development; provides strategic planning assistance to clients and donors; leads collaboration with partner organizations; serves as in-house technical expert on social science research and evaluation issues, such as research design, methodological and research protocols, instrument design, data collection planning, research task analysis, research budgeting, research site selection, and data processing and analysis constraints.
**Senior Social Marketing Advisor**

Directs marketing and communications strategic planning for health, education, environmental, public safety and other social development programs; conceptualizes and manages media campaigns on social issues; leads development of contracts with advertising agencies; oversees development and execution of public relations plans that support marketing activities; oversees the development of communication vehicles, including Internet applications, electronic mail messages, monographs, and newsletters; represents the program with government and other policy making groups; collaborates with multidisciplinary task forces; and manages research efforts by staff and/or subcontractors.

**Qualifications:** Master’s degree in communications, journalism, or marketing; 15 years’ experience creating marketing and/or media campaigns including five years’ experience managing marketing and communications for social programs at the local, state and national level; previous experience with professional media outlets; familiarity with state and federal contracting services; demonstrated ability in writing, editing and creating dissemination vehicles; and good presentation skills.

**Senior Social Marketing Specialist**

Manages the development of social marketing campaigns to educate audiences on programs and issues in the social development sector, such as education, health, public safety, and the environment; develops strategic plans; provides training at workshops; furnishes on-site technical assistance and support; manages media outreach; organizes press events; oversees the development and production of marketing materials, including desktop publishing of promotional fact sheets, print ads, and brochures; assists in design and implementation of collaborative activities with partner organizations; and represents organization at donor and client meetings.

**Qualifications:** Master’s degree in communications, journalism, or marketing; 10 years’ experience in social marketing and/or in journalism and media related activities including four years’ experience in managing programmatic activities; ability to work as part of a team in researching, writing, and producing marketing materials, reports, and other documents; excellent writing and presentation skills; and proficiency in computer technology.

**Senior Writer/Editor**

Provides research, writing and editorial services; assists in managing graphic design process for documents and publications; manages editorial process for publications production; assures quality control of publications; supervises solicitation and monitoring of vendors; and writes and edits reports, proposals and other documents.

**Qualifications:** Master’s degree in English, journalism, communications or related field; five years’ experience in writing and editing for publication including three years’ experience in guiding publications.
production processes; and excellent computer skills, including demonstrated familiarity with word processing and desktop publishing software.

**Social Marketing Associate**
Provides communications and marketing support to health, education, environmental, and public safety programs; assists with development of social marketing plans; provides copy writing assistance; coordinates social marketing workshops with national government agencies, non-profit groups and private corporations; assists with development of monitoring and evaluation tools for social marketing programs; prepares press kits; analyzes press coverage; and monitors accounts with collaborating organizations.

*Qualifications:* Bachelor’s degree in communications, marketing, or advertising, or related field; three years’ experience in journalism, advertising or public relations; excellent written and oral communication skills; ability to work independently and as part of project teams; and experience using word processing software packages.

**Social Marketing Specialist**
Coordinates the development of social marketing campaigns to educate audiences on programs and issues in the social development sector, such as education, health, public safety, and the environment; develops strategic plans; provides training at workshops; furnishes on-site technical assistance and support; manages media outreach; organizes press events; writes and produces marketing materials, including desktop publishing of promotional fact sheets, print ads, and brochures; assists in design and implementation of collaborative activities with partner organizations; and assists in representing organization at donor and client meetings.

*Qualifications:* Master’s degree in communications, journalism, or advertising; six years’ experience in social marketing and/or in journalism and media related activities including two years’ experience in managing programmatic activities; ability to work as part of a team in researching, writing, and producing marketing materials, reports, and other documents; excellent writing and presentation skills; and proficiency in computer technology applications, including word-processing, desktop publishing, and database programs.

**Subject Matter Expert I**
Provides technical knowledge, analysis and advice on complex problems that need extensive knowledge of the subject matter for effective implementation. Directs the development of innovative and creative technical solutions to problems, questions, and issues, using or extending state-of-the-art methods and technology. Results of work are considered technically authoritative. Possesses in-depth knowledge of a particular area, such as research, business, computer science, mathematics, civil society, agriculture, economic development, ICT, gender, environment, applicable federal and state policies, regulations and standards, or the various sciences. May be considered a national expert in field of expertise. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity.

*Qualifications:* Master’s degree and ten years’ experience in providing technical assistance or leadership in field of expertise.
Subject Matter Expert II
Provides technical knowledge, analysis and advice on complex problems that need extensive knowledge of the subject matter for effective implementation. Directs the development of innovative and creative technical solutions to problems, questions, and issues, using or extending state-of-the-art methods and technology. Results of work are considered technically authoritative. Possesses in-depth knowledge of a particular area, such as research, business, computer science, mathematics, civil society, agriculture, economic development, ICT, gender, environment, applicable federal and state policies, regulations and standards, or the various sciences. May be considered a national expert in field of expertise. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity.

Qualifications: Master's degree and twelve years' experience in providing technical assistance or leadership in field of expertise.

Subject Matter Expert III
Provides technical knowledge, analysis and advice on complex problems that need extensive knowledge of the subject matter for effective implementation. Directs the development of innovative and creative technical solutions to problems, questions, and issues, using or extending state-of-the-art methods and technology. Results of work are considered technically authoritative. Possesses in-depth knowledge of a particular area, such as research, business, computer science, mathematics, civil society, agriculture, economic development, ICT, gender, environment, applicable federal and state policies, regulations and standards, or the various sciences. May be considered a national expert in field of expertise. Assumes increasing levels of responsibility for larger work groups on projects of greater complexity.

Qualifications: Master's degree and fifteen years' experience in providing technical assistance or leadership in field of expertise.

Technical Advisor I
Provides technical support to the design and implementation of technical strategies, projects, and/or tools in specific technical areas; contributes to technical recommendations based upon expertise and knowledge of evidence-based methods and strategies, current practice, and established operational and research standards to ensure quality and rigorous design; supports capacity building activities at the in-country/project-level; assesses current technical, scientific, managerial and operational efficiencies at the project and program levels as appropriate.

Qualifications: Bachelor’s degree and 4 years’ experience in technical and/or research and evaluation assistance.

Technical Advisor II
Provides technical insight to those designing and implementing technical strategies, programs, and/or tools in specific technical areas; provides technical advice based upon expertise and knowledge of evidence-based methods and strategies, current practice, and established operational and research standards to ensure quality and rigorous design; makes detailed evaluations, observations, analyzes data and interprets results using qualitative/quantitative methods and statistics; investigates, creates and develops new methods and technologies for project advancement; provides technical leadership by
staying current of evolving technical standards, guidelines, and program developments in area of expertise; and responsible for sharing best practices in their field of expertise and contribute to the knowledge base through participation in scientific forums and technical networks.

**Qualifications:** Bachelor's degree and eight years' experience providing technical assistance in field of expertise.

**Technical Advisor III**
Provides technical leadership to those designing and implementing technical strategies, programs, and/or tools in specific technical areas; provides technical advice based upon expertise and knowledge of evidence-based methods and strategies, current practice, and established operational and research standards to ensure quality and rigorous design; makes detailed evaluations, observations, analyzes data and interprets results using qualitative/quantitative methods and statistics; investigates, creates and develops new methods and technologies for project advancement; provides technical leadership by staying current of evolving technical standards, guidelines, and program developments in area of expertise; and responsible for sharing best practices in their field of expertise and contribute to the knowledge base through participation in scientific forums and technical networks.

**Qualifications:** Master's degree and eight years' experience providing technical assistance in field of expertise.

**Technical Analyst**
Provides technical support to the design and implementation of technical strategies, projects, and/or tools in specific technical areas; contributes to technical recommendations based upon expertise and knowledge of evidence-based methods and strategies, current practice, and established operational and research standards to ensure quality and rigorous design; supports capacity building activities at the in-country/project-level; assesses current technical, scientific, managerial and operational efficiencies at the project and program levels as appropriate.

**Qualifications:** Bachelor’s degree and 3 years’ experience in technical and/or research and evaluation assistance.

**Technical Director**
Directs and leads the design and implementation of technical strategies, projects, and tools in specific technical areas of expertise; demonstrates experience in planning, organizing and/or directing technical efforts based upon expertise and knowledge of evidence-based methods and strategies, current practice, and established operational and research standards to ensure quality and rigorous design; ensures the development and manages the execution of high quality, integrated programming; oversees the tracking and reporting of technical performance, research and evaluation; employs a high degree of technical expertise, using industry best practices to assesses effectiveness at the technical and programmatic levels as appropriate; and provides guidance to ensure that project implementation adheres to appropriate technical standards and guidelines.

**Qualifications:** Master's degree and ten years' experience in senior management or team leader positions.
**Writer/Editor**

Provides research, writing and copy-editing services; assists in the production of documents and publications; solicits vendors and manages accounts; assists in production of graphics; and coordinates dissemination of documents and publications.

*Qualifications:* Master’s degree in English, journalism, or related field; six years of writing, editorial, and publications experience, including design and printing processes; excellent research and analysis skills; and knowledge of Internet web editors and HTML software.