

General Services Administration (GSA) Authorized Federal Supply Schedule Price List Catalog and Contract Terms & Conditions

GSA Contract No: **GS-00F-0007M**

FSS/GSA Schedule No: **00CORP**

Business Size: **Large**

Taxpayer Identification Number (TIN): **23-7413005**

DUNS Number: **067180786**

CAGE Code: **3FJZ3**

Special Item Numbers (SINS):

- **520 Financial and Business Solutions: C520 1; C520 2; C520 5; C520 13; C520 15**
- **541 Advertising & Integrated Marketing Solutions: C541 1; C541 2, C541 4A, C541 4C; C541 5**
- **874 Mission Oriented Business Integrated Services: C874 1**

Contacts:

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Family Health International (dba FHI 360)

1825 Connecticut Avenue, NW

Washington, DC 20009

Tel: 202-884-8000 / Fax: 202-884-8400 / www.fhi360.org

Customer Information and Terms & Conditions

Contract Number: **GS-00F-0007M**

Categories: **C520 1; C520, 2; C520 5; C520 13; C520 15; C541 1; C541 2; C541 4A; C541 4C; C541 5; C874 1**

Contract Period: **October 1, 2011 – September 30, 2016**

Contract Current through Modification: **PA-0034, dated November 13, 2014**

1a. Awarded Special Items Numbers:

- **520 Financial and Business Solutions: C520 1, C520 2, C520 5; C520 13, C520 15**
- **541 Advertising & Integrated Marketing Solutions: C541 1, C541 2, C541 4A, C541 4C, C541 5**
- **874 Mission Oriented Business Integrated Services: C874 1**

1b. Pricing: See the Pricing Section of this catalog for Hourly Rates for Labor Categories organized by SIN.

2. Maximum Order Limitation: \$1,000,000 – *There is no upper limit on the size of a task order. Requirements exceeding \$1M should be administered pursuant to clause I-FSS-125 (Sept 1999).*

3. Minimum Order: \$100

4. Geographic Coverage: Worldwide

5. Points of Production: Washington, DC; Durham, NC; New York, NY; and other

6. Discount from list prices or statement of net price: *Government prices are net*

7. Quantity discounts: None

8. Payment Terms: Net thirty days

9a. Government purchase cards are accepted below the micropurchase threshold

9b. Government purchase cards are not accepted above the micropurchase threshold

10. – 13b. Items: Not Applicable

14. Payment Address:

Family Health International (dba FHI 360)
1825 Connecticut Avenue, NW, Fifth Floor
Washington, DC 20009
Attn: Paul Turner

15. – 24b. Items: Not Applicable

25. Data Universal Numbering Systems (DUNS) Number: 067180786

26. System for Award Management (SAM): Family Health International (dba FHI 360) is registered with the System for Award Management database.

27. Substitutions: Family Health International (dba FHI 360) reserves the right to make the following substitutions in the 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.

28. Labor Category – Overseas (OCONUS): (To Be Determined – negotiated per task order)

- Price differentials for work in overseas locations are not included in the awarded prices and, if applicable, will be negotiated at the task order level in accordance with clause 52.212-4, Contract Terms and Conditions -- Commercial Items (Mar 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – Feb 2007), paragraph (i)(1)(ii)(D) Other Costs.

Overview of FHI 360

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.

For more information about FHI 360 and the services we can provide via our GSA Schedule award, including guidance how to place an order via GSA, please contact:

Edward Dennison, Director of Business Planning and Proposals, GSA@fhi360.org

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Labor Category Rates and Descriptions

Family Health International dba FHI 360's GSA Schedule Award Labor Categories are followed by a detailed description of the qualifications and capabilities, including academic credentials and professional experience, associated with each labor category, organized by SIN. Additional information can be made available upon request.

Family Health International (FHI 360)	
FSS/GSA Schedule No. 00CORP	
Contract No. GS-00F-0007M	
Labor Category	Hourly Rate*
Executive Consultant	\$270.55
Advocacy Advisor	\$221.68
Subject Matter Expert III	\$220.00
Marketing and Media Advisor	\$213.40
Senior Communications Advisor/Specialist	\$203.93
Senior Financial Advisor	\$196.39
Program Director	\$196.00
Subject Matter Expert II	\$192.75
Writing/Editing/Information Advisor	\$183.91
Senior Evaluation Advisor	\$180.81
Senior Financial Evaluation Advisor	\$178.53
Subject Matter Expert I	\$173.60
Senior Marketing Advisor	\$169.48
Senior Social Marketing Advisor	\$169.48
Senior Research Advisor	\$161.63
Communications Advisor	\$161.13
Technical Director	\$156.00
Evaluation Analyst	\$152.01
Communications Advisor Minority/Special Interest Group	\$147.20
Technical Advisor III	\$145.25
Senior Grants Manager	\$144.32
Senior Communications Researcher	\$141.50
Program Manager III	\$140.00
Quantitative Research Specialist	\$139.87
Financial Evaluation Analyst	\$138.37
Senior Social Marketing Specialist	\$133.98

Labor Category	Hourly Rate*
Quantitative Research Analyst	\$131.03
Qualitative Research Analyst	\$129.19
Program Manager II	\$125.60
Financial Advisor	\$125.20
Technical Advisor II	\$117.30
Evaluation Coordinator	\$117.01
Grants Manager	\$114.56
Information Coordinator	\$114.07
Senior Communications Researcher/Specialist	\$111.62
Public Relations Specialist	\$110.50
Program Manager I	\$109.62
Financial Manager	\$109.25
Social Marketing Specialist	\$109.10
Communications Specialist Minority/Special Interest Groups	\$98.36
Financial Associate	\$90.92
Technical Advisor I	\$90.55
Senior Writer/Editor	\$90.42
Internet/Web Design Specialist	\$87.26
Financial Analyst	\$81.90
Financial Evaluation Coordinator	\$81.83
Graphic Design Specialist	\$79.71
Technical Analyst	\$76.50
Communications Research Associate	\$71.64
Marketing and Media Associate	\$67.68
Research and Evaluation Associate	\$67.57
Writer/Editor	\$66.88
Financial Assistant	\$65.46
Project Analyst	\$64.00
Administrative Support	\$60.22
Social Marketing Associate	\$57.41
Administrative Associate	\$55.05
Project Associate	\$53.55
Administrative Assistant	\$47.60
Research Associate	\$39.95

*Rates effective April 29, 2013. FHI 360 is eligible to request an annual increase in accordance with clause I-FSS-969.

Administrative Assistant

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 five 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.

Advocacy Advisor

Directs strategic planning and develops program to advance legislative and regulatory policy positions before Congress and federal agencies; researches and targets public policy issues in health, education, the environment, public safety, humanitarian assistance, and other social sectors; provides technical expertise in public policy advocacy to the organization and its clients; develops partnerships and coalitions around public policy issues, and provides written and edited testimony, articles and position papers.

Qualifications: Master's degree in education, economics, political science; fifteen years' experience with public policy at the state or national level including five years' experience in program planning and management at the state or national level; publications in a relevant field desirable; and excellent writing and presentation 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; ten 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 Advisor Minority/Special Interest Group

Directs technical assistance activities serving minority and special interest populations; provides lead technical expertise for communications projects; supervises other technical staff and subcontractors; manages program and product development; coordinates liaison between federal, state and local agencies; directs outreach to targeted populations; provides capacity-building training for clients; supervises proposal development; manages qualitative research activities; directs program monitoring and evaluation, represents organization with donors and clients; and manages preparation of technical and cost reporting.

Qualifications: Master's degree in communications or social sciences; ten years' experience working with minority populations including five years' experience in project planning and management; experience with local, state and federal social services; technical publications in related field desirable; excellent writing and presentation skills; and Spanish language ability.

Communications Specialist Minority/Special Interest Groups

Administers technical assistance and training for communications projects serving minority and under-served 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.

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.

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; ten years' experience in research and evaluation in social sector including five years' experience managing technical assistance projects for private and public sector clients; technical publications desirable; and excellent written and presentation skills.

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; ten 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; fifteen years' experience in providing technical assistance including ten years' experience in senior management or team leader positions; technical publications in related field desirable; and excellent organization, written and oral communication skills.

Financial Advisor

Provides overall leadership and management to financial initiatives in development sectors, such as health, the environment, education, and public safety; coordinates liaison among national, federal, state, and local agencies; participates in financial policy/advocacy meetings with federal, national, regional, state, and local organizations; provides financial capacity-building training and technical assistance to staff and client organizations; and supervises preparation of financial reports and training materials; oversees billing, procurement, and reporting; oversees budgeting and forecasting; provides contract monitoring.

Qualifications: Master's degree in finance, business administration; ten years' experience in financial management, public financial policy, or related fields including five years' experience in financial proposal development; and presentation 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 of 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; assists with procurement; 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 of 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; ten 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.

Internet/Web Design Specialist

Develops Internet web sites; designs and maintains multiple websites using JavaScript, Active Server Pages, Cold Fusion, and Access and SQL databases; creates original graphics and icons for web site use; monitors web design content, style guides, and visual standards; monitors web site compatibility across platforms and interfaces; ensures data integrity; coordinates software support for Internet users; provides training in software applications, including MS-Access, Dreamweaver, Homesite, PhotoShop, Image Ready, Corel Draw, Adobe Illustrator, Macromedia Flash, Adobe Acrobat, Real Media, and WebTrends; and manages vendor competitive bids for services and rentals.

Qualifications: Bachelor's degree in art or graphic design, or computer science; six years' experience with information systems and/or web design; demonstrated knowledge of graphic and Internet software applications, including PhotoShop, Illustrator, FLASH, Image Ready, Premiere, and DreamWeaver; knowledge of HTML; expertise with Inix and Windows NT operating systems; expertise with Active Server Pages, ColdFusion, and JavaScript development; expertise in SQL coding and database design processes for web design and site development; experience in facilitating introduction of web technology into management systems at the organization and project levels; and experience training staff in software usage.

Marketing and Media Advisor

Directs media relations and public information activities with professional media outlets and select mass media; provides leadership in conceptualizing, planning, implementing and monitoring results of activities designed to help meet communications objectives; oversees design, production and distribution of communications materials, including print and video productions; identifies market segments and matches organization's services to the needs of each segment; conducts market research and sets priorities for resources; develops and implements marketing plans for growth and diversification, monitors and evaluates marketing activities; develops strategic partnerships with complementary organizations; and prepares technical and cost proposals.

Qualifications: Master's degree in marketing, communications, or journalism; ten years' experience in marketing and/or media relations including five years' experience managing marketing and/or media strategic planning and program implementation; excellent organization, oral and written communication skills; and experience with computer software applications.

Marketing and Media Associate

Manages communications activities to increase media awareness of the organization's products and services; supervises writing, editing and production of publications; organizes workshops and presentations; oversees solicitation of vendors; conducts market research; assists in design and implementation of business development; and maintains resource database for potential strategic alliances with complementary organizations.

Qualifications: Bachelor's degree and six years' experience in journalism, public affairs, public relations, or marketing; demonstrated knowledge of national media, with experience in placing news, feature, and policy-related stories and op-ed pieces; experience in writing and editing newsletters and other publications; familiarity with Web-based communications and information dissemination; quantitative and/or qualitative research experience desirable, experience working with vendors; and excellent writing and oral 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 work plans.

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.

Public Relations Specialist

Manages public relations planning and implementation; conceptualizes and organizes media events and exhibits; writes, edits, and manages production of creative materials, including press releases, media advisories, and fact sheets; solicits and supervises subcontractors, produces project administrative reports; and conducts research through interviews, literature reviews, the Internet, and other means.

Qualifications: Master's degree in journalism, communications, education, international affairs; six years' experience in marketing, journalism, advertising, public relations, or related field; experience in the media and/or media relations, especially management experience on national or other large public relations campaigns; excellent written and oral communication skills; ability to apply research to advertising, media materials or other creative products; technical skills in account management and production management; and familiarity with word processing software applications.

Qualitative Research Analyst

Designs and develops monitoring and evaluation systems for use in policy and program design and implementation; conducts formative research; develops focus group techniques to clarify evaluation questions; identifies overall procedures for data collection on evaluation projects; designs qualitative and quantitative instruments to measure progress towards main outcomes of technical assistance projects; provides clients with overall coordination of research and evaluation services; and designs and conducts workshops on behavioral science and research and evaluation design and methodology.

Qualifications: Masters degree in education, health, or social sciences; ten years' experience in research and evaluation in social sector including five years' experience in planning and managing research and evaluation studies; familiarity with research and evaluation methodology, including rapid assessment, cross-sectional studies, polling data, secondary data review, location intercepts, focus group discussions, and in-depth interviews; ability to work with a range of clients in the public and private sectors; and excellent written and presentation skills.

Quantitative 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; ten 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.

Quantitative Research Specialist

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; ten 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

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 Advisor/Specialist

Directs communications activities to support community, state and federal initiatives; supervises technical and administrative support for project operations; represents project team with clients, donors and collaborating organizations; provides strategic counsel and assists clients in developing strategies and work plans; manages proposal and budget preparation for contract tasks; provides technical and programmatic oversight, budget control, task team supervision, and management of subcontractors and consultants; and prepares technical reports, briefing papers, and presentations.

Qualifications: Master's degree in communications, journalism, health education, or environmental education; fifteen years' experience in communications for social development including five years' experience directing national level communications activities for state and federal agencies; demonstrated skills in writing, editing, and effective dissemination of information; and excellent presentation skills.

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; fifteen years' experience in communications and marketing for development including ten 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; ten 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; ten 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; fifteen 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; ten 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; ten 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 multi-disciplinary task forces; and manages research efforts by staff and/or subcontractors.

Qualifications: Master's degree in communications, journalism, or marketing; fifteen 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.

Qualifications: Master's degree in education, sociology, research, evaluation, or related fields; fifteen years' in research and evaluation activities including five years' in research and evaluation project planning and management; technical publications in related fields desirable; experience with state and federal social services; and excellent written and presentation skills.

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 multi-disciplinary task forces; and manages research efforts by staff and/or subcontractors.

Qualifications: Master's degree in communications, journalism, or marketing; fifteen 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 advertising; ten 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.

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 four 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 assess 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.

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: 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.

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.

Writing/Editing/Information Advisor

Provides publications management guidance for planning, quality control, and cost control for major print documents; develops and implements communications and networking strategies with information and editorial services providers to ensure maximum service and coverage; provides technical guidance in identifying editors, designers, printers, and translators: writes or edits for publication; and provides guidance in the collection and dissemination of materials.

Qualifications: Master's degree in English, journalism, education, or other information- or communication-related field; fifteen years' experience in publications management, communications, journalism or related field; excellent writing and communication skills and proven ability to produce high-quality publications using state-of-the-art technology.

Service Contract Act (SCA) Matrix

* "The Service Contract (SCA) is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subjected to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category title and the applicable wage determination number. Failure to do so may result in cancellation of the contract."