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# Foreign Service National Fellowship Program

A Mandatory Reference for ADS Chapter  
495

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## **Fellowship Program – USAID/Washington and Overseas Missions**

The following mandatory reference provides a description of the Fellowship Program in which the objectives, temporary rotational assignment requirements, eligibility requirements, application procedures, and selection process is outlined.

### **1. Objective**

The Fellowship Program offers mutual benefits for USAID and for all USAID FSN direct-hire employees and Cooperating Country National Personal Services Contractors (CCNPSCs) to apply their technical knowledge and professional work experience in temporary rotational assignments in USAID/W and overseas USAID Missions, while at the same time providing additional expertise from the field. Thus, the Fellowship Program benefits the Agency in that it spreads expertise and institutional memory across the Missions. It allows the Agency to take advantage of in-house knowledge instead of relying on outside consultants. For the FSN direct-hires and CCNPSCs, the Fellowship Program presents opportunities to lend their expertise to other USAID Missions and USAID/Washington through TDYs while continuing to perform within their contract scopes of work. The driving force behind the implementation of the Fellowship Program is to harness the immense institutional and subject matter knowledge possessed by our talented FSN direct-hires and CCNPSCs.

Rotational assignments under the program will be treated as temporary duty (TDY). This program is open to all FSN direct-hires and CCNPSCs worldwide, and no pre-qualification roster is required to apply. Any FSN direct-hire or CCNPSC may apply for any opportunity if s/he meets the criteria listed in the announcement.

### **2. Temporary Rotational Assignment Requirements**

In coordination with HCTM/OHCI staff, USAID/W Bureaus, Independent Offices (B/IOs) and overseas Missions provide various opportunities for TDY assignments under the program in both technical and non-technical fields. The host office determines the duration of the TDY, typically no more than two months, a scope of work (SOW) for each rotational assignment, and specific work assignments to be performed by the selected candidate. When CCNPSCs are selected for temporary rotational assignments, the rotational assignment must be within the SOW of the CCNPSC's contract. Accordingly, a program-funded CCNPSC performing functions in support of global health programs, for example, could perform those same functions at a different Mission as part of the Fellowship Program.

In addition, the host B/IO or Mission funds each rotational assignment, makes candidate selection, and handles other logistical arrangements including travel, computer access, and required security verification. Rotational assignments are limited to unrestricted USAID office space in USAID/W or the overseas Mission.

Prior to the beginning of each rotational assignment, a memorandum of agreement (MOA) between the sponsoring B/IO and/or Mission and the FSN direct-hire or

CCNPSC candidate who is selected must be developed covering the terms and conditions of the rotation.

### **3. Eligibility Requirements**

This program is open to all Foreign Service National (FSN) direct-hire employees and Cooperating Country National (CCN) Personal Service Contractors (PSCs).

Candidates for this competitive program should be highly motivated professionals in the area of expertise, who work well with limited supervision.

All fellowship candidates must meet the following requirements:

- Minimum of three years of professional experience working in a USAID Mission as an FSN direct-hire or CCNPSC (this requirement is waived when the area of expertise has only been in existence for less than three years, e.g. management of certain infectious diseases (Ebola), or Science, Technology, Innovation and Partnership (STIP) areas);
- Appropriate education or training certification in a relevant field;
- English language proficiency at the S-4/R-4 level;
- Excellent written and oral communication skills;
- Excellent interpersonal and teambuilding skills;
- Commitment to the relevant field; and
- Commitment to continuing a professional career in development assistance work with USAID.

Candidates may be required to fulfill additional qualifications for the fellowship opportunity and participate in FSN direct-hire and CCNPSC initiatives while in Washington or in the overseas Mission.

Please note that candidates who have participated in any TDY or Fellowship Program, in Washington or a Mission, in the past three years are not eligible to apply. This program is designed to offer an equal opportunity for all FSN direct-hires and CCNPSCs to participate in.

### **4. Application and Selection Process**

In order to be considered for a fellowship opportunity in USAID/Washington or at an overseas Mission, candidates must be nominated by their supervisor, with the concurrence of the Mission Director. All applicants must provide the following:

1. [Form AID 400-29 “FSN Fellowship Program Application.”](#)

2. Personal statement (max two pages) describing how the desired rotation will:
  - a. Strengthen your professional work capability.
  - b. Impact Mission and Agency goals and objectives.
3. Resume that clearly addresses eligibility requirements.

All completed applications and supporting documentation must be submitted via email to **FSNFellowship@usaid.gov**. Please note your interest in a specific opportunity. After the close of the fellowship announcement, the Sponsoring Bureau/Independent Office/Mission will convene a selection panel of at least three members. Each application package will be reviewed by the panel and candidates will be rated on technical skills and experience as required from the SOW. The panel will rank the candidates and select the finalist.

When reviewing applications, the host sponsor should do their best to ensure the following:

- Fair Review of Applications: Host sponsors may reach out to the Mission or the applicants directly for more information or reference checking. Selections should be sent to the Fellowship Coordinator in HCTM/OHCI. Host sponsors may decide to select more candidates than originally advertised; however, they should ensure funding is available. If possible, please also provide feedback on candidates that were not selected. As part of the USAID family, we would like to encourage FSN direct-hires and CCNPSCs to participate in the future and any feedback will be helpful to them for their own professional development purposes.
- Selection Emails: Once selected, the Fellowship Coordinator will reach out to the selectees and direct them to contact the host sponsor to finalize actual TDY dates. We will provide a logistics checklist to the FSN direct-hires/CCNPSCs coming to USAID/W and we request that the host sponsor at the overseas Mission provides a welcome checklist to the FSN direct-hire/CCNPSC as well, advising them of all logistics associated with the TDY opportunity. HCTM/OHCI will also notify the candidates that were not selected.
- Logistics: Once the dates are firmly established, HCTM/OHCI processes Security/Badge facility access authorization for the RRB and other USAID/W offices in a timely manner. HCTM/OHCI has a system with the Office of Security and CIO to process these badges. Mission Executive Officers should ensure that facilities and computer access are established for the TDY at overseas Missions.
- Thereafter, the host sponsor should work with their Administrative Management Support (AMS) unit and the selected FSN direct-hire/CCNPSC on travel and funding logistics and ensure the requirements in the FSN Fellowship Memorandum of Agreement are fulfilled. HCTM/OHCI will handle the facility

access badge, and instruct the FSN/CCNPSC to meet with HCTM/OHCI on their first day to get the badge (about 1.5 hours), then drop the FSN/CCNPSC off with the host sponsor on the first day. We require the host sponsor at overseas Missions to follow all TDY requirements accordingly.

- MOA and Work Plan: The host supervisor will need to sign the MOA for each fellowship in advance, which provides further guidelines on the fellowship expectations and work with the fellow on a work plan.
- Work Plan and Performance Review: The Fellowship Coordinator will follow up with the FSN direct-hire/CCNPSC and host sponsor HCTM/OHCI throughout to ensure work plans are in place, objectives are being met, and performance feedback is provided at the end. This performance feedback provides input into the annual evaluation of the FSN direct-hire/CCNPSC. (Professional Development Plan Template)
- USAID/W issues FSN fellowship certificates to all FSN direct-hires and CCNPSCs who complete a fellowship in Washington. We require the same of the overseas Mission. Please use the [Certificate of Achievement template](#).

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