



## Request for Personal Service Contractor

### USAID Office of U.S. Foreign Disaster Assistance

Position Title: Senior Humanitarian Advisor – Juba, South Sudan  
Solicitation Number: SOL-OFDA-14-000028  
Salary Level: GS-14 Equivalent: \$85,544 - \$111,203  
Issuance Date: March 20, 2014  
Closing Date: April 21, 2014  
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Senior Humanitarian Advisor under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

**1. Complete resume.** In order to fully evaluate your application, your resume must include:

- (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

**2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.**

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**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the QRFs must be mailed, delivered, faxed, or emailed to:

OFDA Recruiting  
529 14th Street, NW, Suite 700  
Washington, DC 20045  
E-Mail Address: [recruiter@ofda.gov](mailto:recruiter@ofda.gov)

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

[recruiter@ofda.gov](mailto:recruiter@ofda.gov)  
Telephone Number: (202) 661-9334  
E-Mail Address: [recruiter@ofda.gov](mailto:recruiter@ofda.gov)  
Website: [www.OFDAjobs.net](http://www.OFDAjobs.net)

Sincerely,

Michael Clark  
Contracting Officer

**Solicitation for a USPSC Senior Humanitarian Advisor – Juba, South Sudan  
SOL-OFDA-14-000028**

Solicitation for U.S. Personal Service Contractor (PSC) Senior Humanitarian Advisor – Juba, South Sudan

- 1. SOLICITATION NO.:** SOL-OFDA-14-000028
- 2. ISSUANCE DATE:** March 20, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 21, 2014 at 5:00 pm EDT
- 4. POSITION TITLE:** Senior Humanitarian Advisor
- 5. MARKET VALUE:** GS-14 equivalent (\$85,544 - \$111,203 - not eligible for locality pay). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
- 6. PERIOD OF PERFORMANCE:** Two (2) years, with three (3) option years
- 7. PLACE OF PERFORMANCE:** Juba, South Sudan

**During ordered departure status:** Washington, DC or East and Central Africa region

**Permanent duty station:** Juba, South Sudan

Due to the evacuation of USAID staff from Juba, the Senior Humanitarian Advisor (SHA) will work in Washington, DC, but will be required to undertake Temporary Duty Assignments (TDYs) for approximately 90 percent of the time in the East and Central Africa region. When employees are authorized to return to the US Mission in South Sudan, the SHA will transfer to Juba which will become the SHA's permanent duty station. The criticality of this position demands that the assignment could include Nairobi, where the team is currently safe havened, or any location in the region to which the Disaster Assistance Response Team (DART) could deploy, to include Juba. If the SHA is hired while the DART is still activated, the SHA would be folded as a suitable DART member at that time.

There may be an initial training program in Washington, D.C. for three months, which will include formal classroom training and on-the-job training; and may include security training. After completion of Washington training, the Senior Humanitarian Advisor will be assigned to the place of performance.

## **8. STATEMENT OF WORK**

POSITION DESCRIPTION

BACKGROUND

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The Office of U.S. Foreign Disaster Assistance (OFDA) is the office within USAID that is responsible for providing emergency non-food humanitarian assistance in response to international crises and disasters. OFDA is part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) and is organized into three divisions. The Disaster Response and Mitigation Division (DRM) is responsible for the provision of emergency humanitarian assistance through a grants mechanism to non-governmental organizations (NGOs), international organizations (IOs) including the United Nations (UN) agencies, and to other partners to ensure the implementation and delivery of this assistance. This division also oversees OFDA's non-response efforts in disaster risk reduction and resilience. DRM also coordinates with other organizations for the provision of relief supplies and assistance. DRM devises, coordinates, and implements program strategies for a variety of natural and human-caused disaster situations. It encompasses a group of technical sector specialists who provide expert capability in assessing the quality of disaster response and disaster risk reduction activities. The Program Support Division (PS) provides programmatic and administrative support including budget/financial services, procurement planning and guidance, contracts and grants administration, and communication support for OFDA's Washington and field offices. The Operations Division (OPS) develops and manages logistical and operational support for disaster responses and administrative support to all offices and operations. OPS maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue Teams (SAR), coordinating and supporting Disaster Assistance Response Teams (DARTs), and the Washington-based Response Management Teams (RMTs) as needed.

## INTRODUCTION

South Sudan continues to grapple with the effects of conflict, severe economic challenges, population displacement, and recurrent natural disasters such as flooding. On December 15, clashes erupted in the capital city, Juba, between factions within the Government of the Republic of South Sudan (RSS). Heavy fighting has claimed the lives of thousands of people and driven almost half a million people from their homes. Nearly 70,000 people are sheltering at U.N. peacekeeping bases and seven out of ten states have been affected by the violence in South Sudan. Humanitarian agencies report widespread looting of food commodities and other humanitarian assets. The current situation compounds the humanitarian emergency which preceded the current outbreak of hostilities, where more than 4.4 million people were in need of humanitarian assistance. Worsening security conditions in some areas, government imposed restrictions, harassment of NGOs, weak and unpredictable governance, landmines, and logistical challenges further hinder the delivery of critical assistance to populations in need. In addition, most populations are increasingly less able to cope with deteriorating economic conditions due to prolonged exposure to external shocks that have depleted household assets and negatively impacted livelihoods, and are thus reliant on the humanitarian community for basic food and non-food assistance.

Due to the unrest, the U.S. Embassy in Juba ordered the departure of non-emergency USG personnel from South Sudan on December 18, 2013. On December 20, 2013, USAID activated a Disaster Assistance Response Team (DART) based in Nairobi, Kenya, to lead the USG response to the developing crisis in South Sudan. USAID also stood up a Washington, D.C.-based Response Management Team (RMT) to support the DART.

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The Senior Humanitarian Advisor (SHA) is OFDA's principal humanitarian representative in South Sudan and is currently co-located with the DART in Nairobi, Kenya. The SHA is responsible for overseeing the OFDA humanitarian assistance portfolio in South Sudan, which totaled \$60 million portfolio during fiscal year 2013.

**OBJECTIVE**

USAID/OFDA requires the services of a Senior Humanitarian Advisor for South Sudan to ensure that OFDA's objectives for disaster assistance, risk reduction, strategic reporting, interagency coordination, and situational analysis are met in the ongoing response.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**PLACE OF PERFORMANCE**

**During ordered departure status:** Washington, DC or East and Central Africa region  
**Permanent duty station:** Juba, South Sudan

Due to the evacuation of USAID staff from Juba, the SHA will work in Washington, DC but will be required to undertake Temporary Duty Assignments (TDYs) for approximately 90 percent of the time in the East and Central Africa region. When employees are authorized to return to the US Mission in South Sudan, the SHA will transfer to Juba which will become the SHA's permanent duty station. The criticality of this position demands that the assignment could include Nairobi, where the team is currently safe havened, or any location in the region to which the DART team could deploy, to include Juba. If the SHA is hired while the DART is still activated, the SHA would be folded as a suitable DART member at that time.

**DUTIES AND RESPONSIBILITIES**

This position requires an individual to manage and represent the humanitarian portfolio for South Sudan. The incumbent will serve as the primary contact and liaison for OFDA's ongoing humanitarian assistance activities in South Sudan, as well as for disaster risk reduction programs. The incumbent will work closely with USAID/South Sudan Mission staff, the US Embassy, other U.S. Agencies as appropriate, international organizations (IOs), non-governmental organizations (NGOs), and the United Nations (UN), to respond to humanitarian needs and sudden onset disasters. The Senior Humanitarian Advisor will be responsible for program analysis; strategy development; and coordination with relief agencies, other donors, and USG interagency partners, as well as reporting to OFDA East and Central Africa Regional Office (ECARO) in Nairobi, Kenya, and OFDA Washington, and collaborating with USAID/South Sudan and U.S. Embassy/South Sudan staff, as required.

This position requires substantial coordination with representatives from other USAID offices, the US Embassy, other U.S. Government (USG) agencies, the Republic of South Sudan, U.S. military representatives, as well as with relevant donor representatives and United Nations (UN) and NGO agencies, therefore requiring a highly collaborative work style. The Senior

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Humanitarian Advisor must be prepared to function effectively in a challenging and restrictive work environment and be willing to strictly adhere to U.S. Embassy security guidelines.

Working directly under the guidance and supervision of the OFDA Senior Regional Advisor (SRA) for East and Central Africa, with regular interaction with the designated RA covering South Sudan and in consultation with USAID/South Sudan, the incumbent will:

**Contextual Specialty**

- Contribute to field reports on trends, individual agency programming issues, and topics such as resilience, sustainable assistance, humanitarian protection, and coordination.
- Submit situation reports and assessment reports whenever necessary, including official reporting cables as the situation warrants.
- Engage as the humanitarian specialist in U.S. Embassy policy conversations, remaining available to provide timely reporting and clearances in response to high-level USG queries originating in the region or from Washington, DC.

**Portfolio Management**

- Lead efforts to identify and assess humanitarian new assistance requirements, target beneficiary groups, and locations, oversee the general direction of existing relief and transition-oriented programs, and broadly recommend the types of interventions and budget levels required in South Sudan.
- Closely collaborate with Mission colleagues on program coordination to share information, avoid overlap, and explore opportunities for synergies and transition efforts. Maintain ongoing dialogue with ECARO and OFDA/Washington on these efforts.
- Monitor ongoing humanitarian assistance efforts in South Sudan. Liaise with partners and other donors, coordinate with OFDA/ECARO on issues of mutual interest, and provide coordinated field feedback to the partners.
- Coordinate collection of information and provide updates and recommendations through written reports on issues related to the humanitarian situation, including the following:
  - Capacity and ability of UN, IOs, NGOs, and local institutions to carry out programs;
  - Capacity of the logistics infrastructure to support programs;
  - Security situation of personnel, convoys, and relief operations in general;
  - Role of in-country UN leadership and the UN Mission in South Sudan in facilitating humanitarian assistance;
  - Contributions by other donors, problems arising from implementation of relief and reintegration programs, and any other issues that require the attention of OFDA; and
  - Humanitarian coordination issues and any recommendations for change.
- Ensure reporting on a timely basis to OFDA/Washington and OFDA/ECARO on the quality of grantees' work, noting deficiencies, attributes, and evolving operational conditions.
- Maintain regular, close coordination and communication with the OFDA/ECARO RA and OFDA/Washington, as necessary.

**Representation**

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- Serve as the principal point of contact for OFDA/South Sudan for humanitarian issues, and serve as a liaison on program issues among USAID mission staff, the U.S. Embassy and other U.S. Agencies, military representatives, OFDA/Washington and the overall humanitarian community.
- Coordinate closely with OFDA/ECARO, the USAID Mission, U.S. Embassy, other U.S. agencies, and military representatives as well as the UN and NGO agencies working on regional issues.
- Manage Program Officers' work on providing guidance to organizations that are developing proposals for OFDA, based on OFDA's Guidelines for Unsolicited Proposals and Reporting; oversee Program Officers' review of concept papers and proposals and provide timely recommendations/comments to OFDA/Washington and OFDA/ECARO.
- Present OFDA perspectives to NGOs, IOs, and UN agencies relating to humanitarian assistance strategies and priorities, including OFDA's approach to sustainable, resilience oriented humanitarian programs. Work closely with the RA and OFDA's technical advisors to discuss and understand sectoral priorities.
- Represent USG humanitarian interests at national and international meetings and conferences, and facilitate, as requested, travel and briefings for official USG visitors interested in humanitarian issues.
- Maintain regular liaison with UN, NGOs, IOs, regional groups, and other organizations regarding humanitarian activities.

**Leadership**

- Supervise relevant USPSC and foreign national program staff.

**General Duties**

- Have the ability to operate standard field communications equipment; may be required to operate a four-wheel drive, standard shift vehicle in cross-country conditions.

**SUPERVISORY RELATIONSHIP:**

The Senior Humanitarian Advisor will report directly to the OFDA Senior Regional Advisor (SRA) for East and Central Africa (ECARO) or his/her designee. However, the Senior Humanitarian Advisor will coordinate tasks regularly with the ECARO Regional Advisor (RA) covering South Sudan and directly with personnel within USAID/South Sudan, and in collaboration and consultation with other USAID and U.S. Embassy staff.

**SUPERVISORY CONTROLS:**

Supervisory controls will be minimal. The Senior Humanitarian Advisor is expected to act independently with minimal direction and will have wide latitude for the exercise of independent judgment. The OFDA SRA for ECARO will provide direction in terms of broadly defined program goals and objectives.

**10. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and during site visits, there may

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be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

**11. WORK ENVIRONMENT**

Work is primarily performed in an office setting. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**12. START DATE:** Immediately, once necessary clearances are obtained.

**13. POINT OF CONTACT:** See Cover Letter.

**EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION**

(Determines basic eligibility for the position. Applicants who do not meet all of the education and experience factors are considered NOT qualified for the position.)

Bachelor's degree with study in, or pertinent to, the specialized field of, but not limited to, international relations, economics, food policy, East African studies, or a related field or country; and nine (9) years of progressively demonstrated experience in emergency relief, disaster risk reduction and/or disaster preparedness programming and management, including but not limited to one (1) year of overseas field experience as demonstrated by short-term deployments or assignments in emergency situations. Substantial overseas field experience is highly preferred.

**OR**

Master's degree with study in, or pertinent to, the specialized field of, but not limited to, international relations, economics, food policy, East African studies, or a related field or country; and seven (7) years of progressively demonstrated experience in emergency relief, disaster risk reduction and/or disaster preparedness programming and management, including but not limited to one (1) year of overseas field experience as demonstrated by short-term deployments or assignments in emergency situations. Substantial overseas field experience is highly preferred.

**SELECTION FACTORS**

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain and maintain a SECRET up to a TOP SECRET level security clearance as provided by USAID;
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.



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**QUALITY RANKING FACTORS (QRFs)**

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

- QRF #1      Detail your professional management experience. Describe your work in overseeing and supervising a staff of varied nationalities and cultural backgrounds, and senior U.S. professionals, in emergency situations in foreign countries such as South Sudan or other Critical Priority Countries (CPCs). Provide examples of managing multiple tasks in a fast paced environment and of fostering team morale and unity in a challenging security environment;
- QRF #2      Provide specific examples of work on leading strategic and program development in the field of international humanitarian assistance. Detail your leadership role in strategy and program development, contingency planning, and humanitarian policy issues;
- QRF #3      Describe your experience in the field of international humanitarian assistance, managing programs and staff and representing your organization to high-level policymakers. Provide examples of coordination with U.S. Government humanitarian agencies, including USAID country missions and the U.S. Department of State, non-governmental organizations (NGOs), and the United Nations and International Organizations such as the International Organization for Migration, the U.N. Office for the Coordination of Humanitarian Affairs, and the UN. Department of Safety and Security;
- QRF #4      Provide specific examples of your verbal and written abilities. Experience must include the communication of complex concepts and issues through the preparation and presentation of briefings, memoranda, talking points, and strategic assessments on humanitarian issues; and
- QRF #5      Describe knowledge of and experience with operations, administrative, and security systems and processes relevant to supporting staff and programs in overseas emergency situations.

**BASIS OF RATING:** Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to address each of the QRFs in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to address the selection and/or Quality Ranking Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

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**The Applicant Rating System is as Follows:**

QRFs have been assigned the following points:

- QRF #1 – 10 points
- QRF #2 – 10 points
- QRF #3 – 10 points
- QRF #4 – 10 points
- QRF #5 – 10 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

**Total Possible Points: 100**

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:
  - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
  - (b) Specific duties performed that fully detail the level and complexity of the work.
  - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
  - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
  - (e) U.S. Citizenship.

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

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2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any email.

**DOCUMENT SUBMITTALS**

**Via mail:** OFDA Recruiting, 529 14th Street, NW, Suite 700, Washington, DC 20045

**Via email:** [recruiter@ofda.gov](mailto:recruiter@ofda.gov)

**NOTE:** If the full security application package is not submitted within 30 days after it is requested, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded.

**NOTE:** If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION**

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS**

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

[https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html)

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at:

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<http://www.usaid.gov/forms/> or at <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml>

1. Optional Form 612.
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

Forms 1 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

**AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY**

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

**FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS**

FAR Clause 52.222-50 is hereby incorporated as Attachment 2 to the solicitation.

**BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

Employer's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Annual Increase (pending a satisfactory performance evaluation)  
Eligibility for Worker's Compensation  
Annual & Sick Leave

**ALLOWANCES (if Applicable):\***

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).

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- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

\* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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**ATTACHMENT 1**

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10  
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY  
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>.

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. “MEDICAL EVACUATION (MEDEVAC) SERVICES.”

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer’s liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible

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following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

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**ATTACHMENT 2**

**FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).**

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;



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- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
  - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
  - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
- (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State’s Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.