



Request for Personal Service Contractor

United States Agency for International Development Office of U.S. Foreign Disaster Assistance

Position Title: Senior Humanitarian Advisor
Solicitation Number: SOL-OFDA-15-000007
Salary Level: GS-14 Equivalent: \$85,544 - \$111,203
Issuance Date: December 19, 2014
Closing Date: January 21, 2015 (Deadline Extended)
Closing Time: 5:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Office of U.S. Foreign Disaster Assistance (OFDA), is seeking applications from qualified U.S. citizens to provide personal services as a Senior Humanitarian Advisor (SHA) under a United States Personal Services Contract (USPSC), 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/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.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007

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. Your complete resume must be mailed, delivered or emailed to:

OFDA Recruitment Team
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: recruiter@ofda.gov
Telephone Number: (202) 661-9300
Website: www.OFDAjobs.net

Any questions on this solicitation may be directed to OFDA Recruitment Team via the information provided above.

Sincerely,

Renee Reed
Contracting Officer

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

Solicitation for USPSC Senior Humanitarian Advisor

- 1. SOLICITATION NO.:** SOL-OFDA-15-000007
- 2. ISSUANCE DATE:** December 19, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** January 21, 2015, 5:00 P.M. EST (Deadline Extended)
- 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:** Abuja, Nigeria

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. Additionally, the USPSC may be placed initially in the South, West, and North (SWAN) region.

8. STATEMENT OF WORK

POSITION DESCRIPTION

BACKGROUND

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 six divisions.

The Africa and the Asia, Latin America, Europe (ALE) Divisions are 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. These Divisions also oversee OFDA's non-response efforts in disaster risk reduction and resilience. Africa and ALE also coordinate with other organizations for the provision of relief supplies and assistance. They devise, coordinate and implement program strategies for a variety of natural and human caused disaster situations. Both Divisions encompass groups of technical sector specialists who provide technical expert capability in assessing the quality of disaster response and risk reduction activities.

Solicitation for a USFSA Senior Humanitarian Advisor
SOL-OFDA-15-000007

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 Washington-based Response Management Teams (RMTs), to ensure OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian assistance and response to natural disasters and complex emergencies. OPS performs these functions through four teams, namely, the Disaster Assistance Support Team (DASP), Operations Support Team (OST), Overseas Administration Team (OAT), and the Military Liaison Team (MLT). OPS provides technical guidance and expertise in Disaster Logistics, Search and Rescue, Operations Center Management, Military Liaison, and Consequence Management. It also provides overseas support to OFDA offices and personnel and to other sectors necessary to ensure OFDA's capacity to execute and coordinate USG humanitarian assistance and response to natural disasters and complex emergencies.

The Program Support (PS) Division provides operational management support, including general administration, budget and financial services, procurement planning, information technology (IT), human resources management including staff care, and contract and grant administration support to OFDA. PS Division supports OFDA's mandate by providing innovative solutions for IT, staffing, funds control, budgeting, information and human resource management, and procurement to facilitate timely disaster responses.

The Preparation, Strategic Planning and Mitigation (PSPM) Division is responsible for the technical oversight of all OFDA response and mitigation programs, as well as preparation and strategic planning for response, mitigation, and disaster risk reduction activities. The PSPM Division houses technical experts in all sectors potentially affected by disasters, and leads the Agency in developing and promoting best practices for programming in these specific sectors. In addition, PSPM will be the focal point for technological innovations for humanitarian assistance in areas such as monitoring and evaluation, assessment, and information management.

The Humanitarian Policy and Global Engagement (HPGE) Division assists the DCHA front office, the OFDA Director and OFDA Deputy Director with tracking trends and policy developments in the humanitarian assistance field. It engages in policy dialogue with other parts of USAID, the USG interagency, other donors, multilateral agencies, and NGO partners; recommends strategies for action to DCHA; initiates development of policy and internal guidance for OFDA; maintains global relationships with implementing partners, other donors, and the broader humanitarian architecture; engages with the U.N. to advance USG humanitarian policy objectives and to promote humanitarian principles within the USG and internationally. HPGE Division leads OFDA's communications and social media outreach to effectively communicate OFDA's story to a variety of strategic audiences; and serves as the office's primary interlocutor on strategic issues with other federal partners to provide guidance to OFDA on policy issues pertaining to the interagency, and to improve USG humanitarian coordination and response during large-scale crises. The HPGE Division has staff that manage global programs, policy and outreach, strategic communications, and interagency engagement. The HPGE Division also includes Humanitarian Advisors located in Rome, Geneva, and United States Mission to the UN in New York.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

INTRODUCTION

Following escalated violence in northeastern Nigeria, attributed to the Boko Haram militant group, the Government of Nigeria declared a state of emergency in the states of Adamawa, Borno, and Yobe in March 2013. The conflict also created issues around the lake region and is currently affecting both Cameroun and Chad. As of August 2014, the number of internally displaced persons (IDPs) from northeastern Nigeria remains fluid due to ongoing displacement and limited humanitarian access to affected areas. IDP estimates range from 705,000 to three million people, and the U.N. cites at least 647,000 IDPs in the three northeast states of emergency. Priority needs include food, medical care, water, sanitation, and hygiene (WASH), and protection. Ongoing violence continues to limit humanitarian access.

Since the start of 2014, more than 3,400 people have died in attacks carried out by Boko Haram in Nigeria, according to media sources. Violence – including the kidnapping of children – has increased in frequency throughout the year. Violence in the northeast will likely have significant impacts on food security, as many farmers have abandoned their farmlands and are unable to take advantage of the planting season. Insecurity may also trigger longer-term consequences in the region, as Nigeria serves as West Africa’s largest supplier of staple cereals. OFDA interventions include livelihoods assistance, psychosocial support, improved water and sanitation services, and relief item distribution for IDPs and other vulnerable populations.

The Senior Humanitarian Advisor (SHA) is OFDA’s principal humanitarian representative in Nigeria and is currently located in Abuja, Nigeria. The SHA is responsible for overseeing the OFDA humanitarian assistance portfolio in Nigeria, which totaled \$7 million during fiscal year 2014.

OBJECTIVE

OFDA requires the services of a SHA for Nigeria 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

DUTIES AND RESPONSIBILITIES

This position requires an individual to manage and represent the humanitarian portfolio for Nigeria. The SHA will serve as the primary contact and liaison for OFDA's ongoing humanitarian assistance activities in Nigeria, as well as for disaster risk reduction programs. The SHA will work closely with USAID/Nigeria 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 SHA 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’s Western and North Africa Regional Office in Dakar, Senegal and OFDA/Washington, and collaborating with USAID/Nigeria and U.S. Embassy/Nigeria staff, as required.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

This position requires substantial coordination with representatives from other USAID offices, the US Embassy, other U.S. Government (USG) agencies, the Federal Republic of Nigeria, 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 SHA 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 Senior Regional Advisor (SRA) for SWAN, with regular interaction with the designated Regional Advisor (RA) covering Nigeria and in consultation with USAID/Nigeria, the SHA will:

Contextual Specialty

- Develop and maintain knowledge of the key humanitarian and disaster risk reduction issues within Nigeria.
- Maintain an in-depth understanding of political, humanitarian, organizational, and stakeholder interests specific to Nigeria.
- Monitor incipient disasters, international disaster response plans and efforts, and major humanitarian issues and challenges in the area of responsibility through a wide range of USG and international sources;
- Identify humanitarian issues, priorities, lessons learned, and opportunities within and relevant to Nigeria and apply those to program strategy development and implementation.
- Prepare and/or provide substantive assistance in the preparation of, regular strategic and analytical reports on current or anticipated emergencies, as well as comprehensive preparedness documentation on assigned countries.

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 Nigeria.
- 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 the SWAN Regional Office and OFDA/Washington on these efforts.
- Monitor ongoing humanitarian assistance efforts in the Northeast of Nigeria. Liaise with partners and other donors, coordinate with SWAN Regional Office 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 beneficiaries, personnel, convoys, and relief operations in general;
 - Role of in-country UN leadership and the UN Mission in Nigeria in facilitating humanitarian assistance;

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

- 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.
- Provide guidance to organizations that are developing proposals for OFDA, based on OFDA's Guidelines for Unsolicited Proposals and Reporting; Review of concept papers and proposals and provide timely recommendations/comments to OFDA/Washington and SWAN Regional Office.
- Ensure reporting on a timely basis to OFDA/Washington and SWAN Regional Office on the quality of grantees' work, noting deficiencies, attributes, and evolving operational conditions.
- Maintain regular, close coordination and communication with the SWAN Regional Office and OFDA/Washington.

Representation

- Represent OFDA in-country at senior levels within the USG and humanitarian stakeholders to humanitarian concerns and priorities from the OFDA perspective through oral and written briefings, as well as coordination and policy development meeting to include the following:
 - Meetings with individual and groups of implementing partners discussing programmatic priorities, objectives, progress, results, and challenges;
 - Discussions, meetings, and papers informing USG foreign policy in areas with humanitarian concerns or impacts;
 - Donor and implementing partner coordination forums.
- Serve as the principal point of contact in-country for OFDA/Nigeria 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.
- 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.
- 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.

Leadership

- Provide recommendations on current and future directions of OFDA's Nigeria portfolio to include programmatic, budgetary, and human resource requirements.
- Serve in a leadership role within USAID/Nigeria, in coordination with Mission senior leadership, to incorporate humanitarian concerns into Mission activities and identify opportunities to leverage USAID interventions.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

General Duties

- Serve in leadership, planning, or program positions on response teams, assessment teams within and outside the region.

SUPERVISORY RELATIONSHIP:

The USPSC will report directly to the SRA for SWAN or his or her designee. However, the USPSC will coordinate tasks regularly with the SWAN RA covering Nigeria and directly with personnel within USAID/Nigeria, and in collaboration and consultation with other USAID and U.S. Embassy staff.

SUPERVISORY CONTROLS:

Supervisory controls will be minimal. The USPSC is expected to act independently with minimal direction and will have wide latitude for the exercise of independent judgment. The SRA for the SWAN Regional Office 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 DARTS (if required), and during site visits, there may 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 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.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

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, and at least five (5) years 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, and at least five (5) years of overseas field experience as demonstrated by short-term deployments or assignments in emergency situations. Substantial overseas 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.
- Ability to obtain and maintain a Secret up to Top Secret/Sensitive Compartmented Information level clearance.
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

APPLICANT RATING SYSTEM

The applicant rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

Professional Experience (10 points):

- Experience managing humanitarian interventions in an international disaster context across the entire disaster management cycle to include emergency response, early recovery and transition, disaster risk reduction, and resilience.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

- Specific experience managing humanitarian interventions including needs assessment, strategy development, budget management, resource prioritization, program development, and program management.

Skills and Abilities (10 points)

- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with host governments at senior levels in the midst of humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with other donors and diplomatic missions at senior levels in the midst of international humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with international and national non-governmental humanitarian partners at senior levels in the midst of humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to effectively achieve humanitarian objectives within the USG at senior levels, including with DOD, Embassies, Members of Congress, and senior executive branch staff the midst of international humanitarian crisis situations.

Leading Teams Experience (10 points)

- Demonstrated experience leading teams of varied nationalities and cultural backgrounds working in a constant state of complex, international humanitarian crisis.
- Experience leading a diverse team of program, technical, and administrative staff, including senior U.S. professionals, working in a constant state of in complex, international humanitarian crisis.

Interview Performance – 40 points

OFDA will not pay for any expenses associated with the interviews.

Timed Writing Test – 20 points

Satisfactory Professional Reference Checks – 10 points

Total Possible Points: 100

BASIS OF RATING: Applicants who meet the Education/Experience requirements will be further evaluated in accordance with the Applicant Rating System. 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 factor of the Applicant Rating System in their resume, describing specifically and accurately what experience, training, education and/or awards they

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each page. Failure to address the selection and/or Applicant Rating System factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

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/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.

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.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

DOCUMENT SUBMITTALS

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

Via email: recruiter@ofda.gov

NOTE: If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded. If Top Secret is required, and clearance is not obtained within nine months after award, USAID may terminate the contract at the convenience of the government. If Sensitive Compartmented Information (SCI) access is not obtained within nine months after Top Secret clearance is granted, USAID may terminate the contract at the convenience of the government.

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

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Resume.
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). **
6. Employment Eligibility Verification (I-9 Form). **

** Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

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://transition.usaid.gov/business/business_opportunities/cib/subject.html#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.

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).
- (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,

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

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/c23002.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

**Solicitation for a USPSC Senior Humanitarian Advisor
SOL-OFDA-15-000007**

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 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).