



**USAID**  
FROM THE AMERICAN PEOPLE

## Request for Personal Service Contractor

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

Position Title: Humanitarian Protection Advisor  
Solicitation Number: SOL-OFDA-15-000052  
Salary Level: GS-13 Equivalent: \$90,823 - \$118,069  
Issuance Date: May 5, 2015  
Closing Date: June 5, 2015  
Closing Time: 5:00 P.M. Eastern Time

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 Humanitarian Protection Advisor 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.

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

**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.

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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 and the supplemental document addressing the QRFs 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](mailto:recruiter@ofda.gov)  
Telephone Number: (202) 661-9300  
Website: [www.OFDAjobs.net](http://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

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Solicitation for USPSC Humanitarian Protection Advisor

- 1. SOLICITATION NO.:** SOL-OFDA-15-000052
- 2. ISSUANCE DATE:** May 5, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 5, 2015, at 5:00 P.M. Eastern Time
- 4. POSITION TITLE:** Humanitarian Protection Advisor
- 5. MARKET VALUE:** GS-13 equivalent (\$90,823 - \$118,069 - includes 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.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
- 6. PERIOD OF PERFORMANCE:** Two (2) years, with three (3) option years
- 7. PLACE OF PERFORMANCE:** Washington, D.C.

**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.

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

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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. The 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. The 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.

## INTRODUCTION

USAID has prioritized protection in all of its programming. The Humanitarian Protection Advisor will play a central role in the development and implementation of strategies for the protection of disaster-affected populations, including women, children, and other designated

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vulnerable groups for OFDA. The Humanitarian Protection Advisor will have substantial knowledge of current development and disaster theory and research regarding humanitarian protection, particularly gender-based violence and child protection, and practical experience in the field, working with PVOs, NGOs, or IOs in humanitarian action. The USPSC will also have substantial experience working across and between agencies on humanitarian protection in order to establish common priorities and advance shared or complementary objectives.

The Humanitarian Protection Advisor will be a member of the Protection, Gender and Disability (PGD) Team located within the PSPM Division. PSPM was created in order to provide OFDA with a skilled cadre of technical experts in a variety of fields relevant to its disaster relief mandate. PSPM is sub-divided into various groups that address Food Security, Shelter and Settlements, Health, Most Vulnerable Populations, and Natural Hazards groups.

## OBJECTIVE

The Humanitarian Protection Advisor will be assigned to the PSPM Division and will work closely with other members of the Protection, Gender and Disability Team and the staff of HPGE. The USPSC will be an advisor to OFDA on program issues and implementation regarding protection, IDPs, and other vulnerable populations and will support day to day coordination and communication within USAID and with other USG departments and agencies on the practical development, implementation, and monitoring of policies and response strategies in key contexts. The USPSC will also support the development, implementation, and monitoring of special projects for the PGD Team.

## 9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

The position involves providing expert analytical and advisory support for the planning, development, and execution of USAID policy and programs relating to protection. The work includes providing expert advice and guidance to the decisions and actions of senior policy officials as well as quickly, accurately, and decisively determining the significance of information to USAID/OFDA's protection work. As part of this effort, the advisor must be able to rapidly identify and anticipate problems and issues, help formulate strategic and programming priorities, and write and create products that represent assessments of complex issues under tight deadlines. The work requires extremely strong writing and verbal skills.

The position will involve extensive collaboration and coordination with other offices, bureaus, and agencies within and outside of the USG, in order to anchor inter/intra agency work streams in solid technical analysis and best practice; communicate and advance USAID/OFDA's position on policy, thematic, or context specific discussions; and track issues and discussions of strategic interest to OFDA. Primary contacts will be with the Department of State and USAID employees at all levels, including other USAID/DCHA offices; the Office of the Senior Coordinator for Gender (USAID); the Bureau of Populations, Refugees, and Migration (PRM) at the Department of State; and US Missions to the United Nations. The position will also require collaboration with UN staff, representatives of other donor governments, consultants, researchers, educators,

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and officials of non-governmental organizations. Contacts occur in a wide variety of planned and unplanned formal and informal settings in Washington, foreign capitals, and in the field.

The position will also involve development and management of special projects and initiatives intended to advance learning, address capacity gaps, or further policy priorities on behalf of the PGD Team and often in close coordination with the HPGE Division, staff of other Offices, Bureaus, Departments or external partners.

Specific duties include:

- Serve as an expert source of information on and analysis of humanitarian protection issues for OFDA. Provide expertise for the identification, research, analysis, and development of recommendations on all issues and matters relating to humanitarian protection, particularly gender-based violence, child protection, and/or psychosocial support;
- Help coordinate with OFDA/HPGE and regional teams on development and implementation of clear and articulate policies, positions, and communications materials on protection issues for OFDA and USAID in general. Assist with decisions and guidance that significantly affect OFDA and Agency protection policies, particularly as they relate to gender-based violence and child protection;
- Prepare OFDA senior management and DCHA senior leadership, when necessary, to speak on protection issues before UN bodies, NGOs, Congress, other parts of the USG, and media;
- Develop and maintain cooperative working relationships with UN agencies, NGOs, coordination bodies, and relevant USG offices;
- Coordinate with the State/PRM regarding the development of strategies addressing protection of disaster-affected populations, particularly gender-based violence and child protection;
- Respond to relevant congressional and public inquiries and speak to various visiting groups about protection of disaster-affected populations;
- Improve awareness and expertise of OFDA staff on protection issues. Assist OFDA with better integration of protection issues into normal humanitarian programs;
- Coordinate with other members of the PSPM's Protection, Gender and Disability Team and OFDA/HPGE staff in the development of internal protection policies, strategies, and program standards;
- Based on analysis and research, advise and communicate about USAID's leadership role within the USG in relation to protection issues, particularly gender-based violence and child protection, including providing country-specific recommendations on how to address protection needs;
- Coordinate with the various DCHA offices, including the Office of Transition Initiatives (OTI); the Office of Food for Peace (FFP); the Center of Excellence on Democracy, Human Rights and Governance (DRG); the Office of Conflict Management and Mitigation (CMM); and the Office of Program, Policy, and Management (PPM) on protection issues;

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- Work with counterparts in other donor organizations to exchange information, establish meetings, solicit publications, and collect information on training opportunities regarding protection;
- Articulate relevant protection policies to personnel within OFDA, the DCHA Bureau, USAID Missions, and other USAID Bureaus as well as to other U.S. Government agencies, other donors, and implementing partners through participation in conferences, speaking engagements, and field visits;
- Participate in OFDA grant review process as needed, including reviewing partner proposals and providing technical recommendations;
- Assist OFDA staff to translate policies and strategies into effective programming as needed;
- Travel to the field as needed, sometimes on short notice, for possible durations of several weeks;
- Serve as OFDA Duty Officer on a rotational basis;
- Serve as a member of a Washington-based RMT, which provides services and support to DARTs deployed in response to disasters. The duties on the Response Management Team will be varied.

**SUPERVISORY RELATIONSHIP:**

The Humanitarian Protection Advisor will report to the Senior Humanitarian Protection Advisor or his/her designee, and will coordinate on a regular basis with the staff of the HPGE Division, particularly the Policy Team Leader.

**SUPERVISORY CONTROLS:**

The supervisor sets the overall objectives. Assignments are made in terms of broadly defined functions. The Humanitarian Protection Advisor will plan the scope and objective of projects under the general guidance of those listed above subject to general agency policies and operating requirements.

**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.

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**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 significant study in or pertinent to the specialized field including, but not limited to, social work, public health, international relations, international law, economics, anthropology, or a related field, and seven (7) years of professional experience working within a USG foreign affairs agency, PVO/NGO, and/or international organization in humanitarian assistance and/or immediate post-conflict environments with a focus on displaced persons, which must include three (3) years of on-the-ground field experience.

**OR**

Master's degree with significant study in or pertinent to the specialized field including, but not limited to, social work, public health, international relations, international law, economics, anthropology, or a related field, and five (5) years of professional experience working within a USG foreign affairs agency, PVO/NGO, and/or international organization in humanitarian assistance and/or immediate post-conflict environments with a focus on displaced persons, which must include two (2) years of on-the-ground field experience.

**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 Top Secret level clearance.
- Satisfactory verification of academic credentials.

**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** Discuss your view on the top two most significant needs, gaps, or challenges related to humanitarian protection, and what actions OFDA, as a donor and part of the U.S. Government, could take to address these issues.

**QRF #2** Describe your relevant experience working on humanitarian protection programming and policy in an interagency setting and examples of particular successes related to this work. This should include experience working with diverse stakeholders to identify mutual priorities and shape strategies to leverage skills as well as experience communicating and supporting your organization's position on complex issues to interagency colleagues.

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**QRF #3** Describe your relevant training, skills, and experience specific to humanitarian protection, including both child protection and gender-based violence (GBV), related to both programming and policy, and particularly field-level experience.

**QRF #4** Describe your experience interacting with a wide range of persons and organizations in a professional capacity as a protection advocate. Include details about your successful interactions with disaster-affected populations, local and/or national government officials in affected countries, UN agencies, non-governmental organizations, community-based organizations and local groups, and diplomats. Describe any strategies or approaches you have developed to work effectively with this wide range of individuals.

**BASIS OF RATING:** Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the 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, and/or education they have received as it pertains 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 factors and/or Quality Ranking Factors may result in not receiving credit for all pertinent experience, education, and/or training.

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 phase of the selection process.

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

QRFs have been assigned the following points:

QRF #1 – 15 points

QRF #2 – 15 points

QRF #3 – 10 points

QRF #4 – 10 points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

**Total Possible Points: 100**

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**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.

**2. Supplemental document specifically addressing the 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:** 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 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.

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**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:

<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.

**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](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:

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**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, 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/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

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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).