

**SOLICITATION NUMBER: M/OAA/DCHA/DOFDA-07-293**

ISSUANCE DATE: January 30, 2007

CLOSING DATE: March 2, 2007, 5:00 p.m. EST

SUBJECT: Solicitation for U.S. Personal Service Contractor for a Regional Advisor in the West and North Africa Regional Office in Dakar, Senegal.

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as a Regional Advisor under a personal services contract, as described in the attached solicitation.

Submittals shall 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:

- Complete and hand-signed federal form OF-612.
- Supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

GlobalCorps  
1201 Pennsylvania Ave., NW, Suite 200  
Washington, DC 20004  
E-Mail Address: rawna@globalcorps.com  
Facsimile: (202) 315-3803 or (240) 465-0244

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Mike Jones or Allison von Felden  
Telephone Number: (202) 661-9366 or (202) 661-9369  
E-Mail Address: rawna@globalcorps.com  
Website: [www.globalcorps.com](http://www.globalcorps.com)  
Facsimile: (202) 315-3803 or (240) 465-0244

Sincerely,

Yvonne Wilson  
Contracting Officer

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional Office**  
**M/OAA/DCHA/DOFDA-07-293**

Solicitation for U.S. Personal Service Contractor (PSC) Regional Advisor for the West and North Africa Regional Office

- 1. SOLICITATION NO.:** M/OAA/DCHA/DOFDA-07-293
- 2. ISSUANCE DATE:** 1/30/2007
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** 03/02/2007, 5:00 pm EST
- 4. POSITION TITLE:** Regional Advisor for West and North Africa Regional Office
- 5. MARKET VALUE:** GS-14 (\$79,115- \$102,848). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
- 6. PERIOD OF PERFORMANCE:** 2 years, renewable up to 5 years
- 7. PLACE OF PERFORMANCE:** Dakar, Senegal with possible travel as stated in the position description.

**8. STATEMENT OF WORK**

POSITION DESCRIPTION

BACKGROUND

The Office of U.S. Foreign Disaster Assistance (OFDA), within USAID, is responsible for providing non-food humanitarian assistance in responding to international crises and disasters. To fulfill its mandate to effectively respond to disasters worldwide, OFDA has established five permanent regional offices and one sub-regional office. The regional offices are located in San Jose, Costa Rica, Bangkok, Thailand, Dakar, Senegal, Nairobi, Kenya, and Pretoria, South Africa. The sub-regional office is in Kathmandu, Nepal.

The West and North Africa Regional Office (WNARO) in Dakar, Senegal covers 24 countries in West and North Africa. The region is largely comprised of poor, food insecure nations, and politically unstable and failing states with diverse cultures, languages, topographies, and disaster vulnerabilities.

INTRODUCTION

OFDA is part of the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA). OFDA is organized into three divisions, under the management of the Office of the Director. The Disaster Response and Mitigation Division (DRM) is responsible for coordinating with other organizations for the provision of relief supplies and humanitarian assistance. DRM also devises, coordinates, and implements program strategies for a variety of natural and human-caused disaster situations. DRM hires sector specialists to provide technical expertise in assessing the quality of disaster response. The Program Support Division (PS) provides programmatic and administrative support including

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional Office**  
**M/OAA/DCHA/DOFDA-07-293**

budget/financial services, procurement planning, 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 (SAR) Teams, Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs).

**OBJECTIVE**

OFDA requires the services of a Regional Advisor in its West and North Africa Regional Office in Dakar, Senegal to ensure that OFDA's objectives for strategic analysis, coordination of disaster response activities, monitoring and reporting on OFDA-funded activities, and identification and formulation of disaster preparedness, mitigation and training programs for the region are effectively met.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

The contractor will actively oversee disaster response activities, and develop and coordinate preparedness, mitigation and training programs to increase the knowledge and capability of Mission Disaster Relief Officers, host governments, international organizations (IOs), and non-governmental organizations (NGOs) to respond to and prepare for disasters in the affected region. As such, this position requires the individual to do extensive travel throughout the region, approximately one half of his/her time. Sometimes the travel must occur on very short notice, to countries outside of the West & North Africa Region, or for extended periods. In addition, this position requires general professional proficiency [equivalent to Interagency Language Roundtable (ILR) level 3, or higher] in speaking and writing the French language, in order to work effectively in francophone countries in the region.

The Regional Advisor will be responsible for the following:

Disaster Response - Working directly under the guidance and minimal supervision of the Principal Regional Advisor, the contractor will:

- Travel to the scene of disasters or potential disasters and conduct initial assessments of damage and needs; determine appropriate U.S. Government (USG) relief assistance and emergency interventions in consultation with OFDA/Washington and/or the Principal Regional Advisor;
- Coordinate and maintain close liaison with senior representatives of host governments, donor governments, IOs, NGOs, U.S. Embassy, and USAID missions to ensure efficient and coordinated disaster response activities;
- Monitor OFDA-funded activities in coordination with the DOS in Washington;
- Validate OFDA relief supply requests in consultation with OFDA/Washington and coordinate receipt, distribution, tracking, and accounting of supplies;

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional Office**  
**M/OAA/DCHA/DOFDA-07-293**

- Facilitate and coordinate the arrival and departure of DARTs with the U.S. Mission and, as required, serve on DARTs;
- Liaise, as needed, with U.S. military personnel to ensure a coordinated and efficient disaster response and/or implementation of humanitarian assistance projects;
- Prepare field information and reports, as required by OFDA/Washington.

Disaster Preparedness - Working closely with OFDA/Washington and drawing on the skills and technical expertise within the office and available through inter- and intra-agency agreements, the contractor will assist representatives of host government organizations, IOs, and NGOs in the development of strong emergency and disaster preparedness/mitigation programs.

Specifically, the contractor will:

- Prepare regular strategic and analytical reporting cables on conditions of current unfolding or developing emergencies, as well as comprehensive preparedness documentation on assigned countries;
- Assist with the design, development, and implementation of strategies and integrated disaster assistance for OFDA, USAID, local governments, humanitarian organizations, and other donors as appropriate;
- Advise regional officials, including host country authorities and other USAID and/or U.S. Embassy officials on OFDA efforts including the review of sector disaster response and plans;
- Provide support for other OFDA initiatives in the assigned region as identified by the West and North Africa Regional Office and OFDA/Washington. Support may include assessment visits, project design and evaluation exercises, and hazards/vulnerability/risk analysis;
- Coordinate with other agencies and organizations to identify critical disaster concerns affecting the region and countries and develop projects/activities for addressing them;
- Work with senior representatives of local and regional institutions and private and public sector organizations to incorporate preparedness and mitigation into appropriate programs.

**SUPERVISORY RELATIONSHIP:**

The Regional Advisor will report directly to the Principal Regional Advisor for West Africa. However, for certain activities, the Regional Advisor will coordinate tasks with the Regional Coordinator in OFDA/Washington.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**SUPERVISORY CONTROLS:**

Supervisory controls will be minimal. The Regional Advisor is expected to act independently with minimal direction and will have latitude to exercise independent judgment. The Principal Regional Advisor 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 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 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, international relations, economics, food policy) or region; and nine (9) years of progressively responsible work experience that is related to the functions of the position, including three (3) years of overseas, on-the ground field experience in emergency relief, humanitarian assistance and/or disaster preparedness and mitigation, and characterized by needs assessment, analysis, emergency relief program operations, disaster preparedness, or post-emergency rehabilitation.

**OR**

Master's degree with significant study in or pertinent to the specialized field (including, but not limited to, international relations, economics, food policy) or region; and seven (7) years of progressively responsible work experience that is related to the functions of the position, including three (3) years of overseas, on-the ground field experience in emergency relief, humanitarian assistance and/or disaster preparedness and mitigation, and characterized by needs assessment, analysis, emergency relief program operations, disaster preparedness, or post-emergency rehabilitation.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**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 and hand-signed federal form OF-612 submitted;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain a SECRET level security clearance;
- Ability to obtain a Department of State medical clearance;
- General professional proficiency in speaking and writing the French language (equivalent to ILR level 3 or higher);
- 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            Describe your experience assessing disasters or humanitarian concerns, and identifying and prioritizing key response options, especially as related to food security and nutrition;
- QRF #2            Describe your experience coordinating, managing and/or implementing humanitarian assistance interventions with U.S. Government agencies, foreign governments, affected populations, and other local, national and international humanitarian actors, especially in West and North Africa;
- QRF #3            Provide specific examples of your ability to represent organizational interests and cultivate partnerships across organizational or cultural boundaries with (1) foreign governments, local authorities and beneficiaries, (2) international organizations, (3) international and local non-governmental organizations, and (4) U.S. Government agencies and other donors, especially as related to humanitarian assistance;
- QRF #4            Provide specific examples of your ability to communicate complex concepts and recommendations through the preparation and presentation of briefings, communications, and strategic and analytical reports on disaster or humanitarian issues;
- QRF#5            Describe your experience working in highly dynamic situations and austere physical conditions with limited supervision and/or support.

**BASIS OF RATING:** Applicants who meet the Education/Experience required for this position and the 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 on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

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.

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

QRFs have been assigned the following points:

QRF #1 – 15

QRF #2 – 15

QRF #3 – 10

QRF #4 – 5

QRF #5 – 5

Interview Performance – 30 points

Satisfactory Professional Reference Checks – 20 points

**Total Possible Points: 100**

**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. A complete U.S. Government Optional Form 612 with hand-written signature (downloadable forms are available on the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov> or at Federal offices) or [www.globalcorps.com](http://www.globalcorps.com).
2. A supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

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

**DOCUMENT SUBMITTALS**

**Via mail:** GlobalCorps, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004

**Via facsimile:** (202) 315-3803 or (240) 465-0244

**Via email:** [rawna@globalcorps.com](mailto:rawna@globalcorps.com)

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. Proficiency in speaking and writing the French language must be clearly stated in the Other Qualifications section of the OF612. Language proficiency must be stated in terms of ILR level. ILR language skill level descriptions are included in

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

attachment 3 to this solicitation. Applicants being considered for selection may be tested or required to demonstrate foreign language proficiency.

**NOTE:** If a temporary secret security clearance and Department of State medical clearance is not obtained within nine months, 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 FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)  
[http://acquisition.gov/comp/far/current/html/52\\_200\\_206.html#wp1137568](http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568)

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612.
2. Medical History and Examination Form (DS-1843). \*\*
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://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.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.

**AAPD-06-12 – HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12) IMPLEMENTATION**

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

AAPD-06-12 is hereby incorporated as Attachment 2 to the solicitation. As directed in AAPD-06-12, the required reference to Federal Acquisition Regulation (FAR) Clause 52.204-9 is also shown in Attachment 2.

**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  
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 HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**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.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0> .

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

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

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).

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**ATTACHMENT 2**

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-12  
HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12)  
IMPLEMENTATION**

**FAR Clause 52.204-9            Personal Identity Verification of Contractor Personnel.**

As prescribed in 4.1301, insert the following clause:

Personal Identity Verification of Contractor Personnel (Nov. 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

(End of clause)

**Homeland Security Presidential Directive-12 (HSPD-12) (September 2006)**

In response to the general threat of unauthorized access to federal facilities and information systems, the President issued Homeland Security Presidential Directive-12 (HSPD-12). HSPD-12 requires all Federal agencies to use a common Personal Identity Verification (PIV) standard when identifying and issuing access rights to users of Federally-controlled facilities and/or Federal Information Systems. USAID will begin issuing HSPS-12 "smart card" IDs to applicable contracts, using a phased approach. Effective October 27, 2006, USAID will begin issuing new "smart card" IDs to new contractors (and new contractor employees) requiring routine access to USAID controlled facilities and/or access to USAID's information systems. USAID will begin issuance of the new smart card IDs to existing contractors (and existing contractor employees) on October 27, 2007. (Exceptions would include those situations where an existing contractor (or contractor employee) loses or damages his/her existing ID and would need a replacement ID prior to October 27, 2007. In those situations, the existing contractor (or contractor employee) would need to follow the PIV processes described below, and be issued one of the new smart cards.)

Accordingly, before a contractor (including a PSC or a contractor employee) may obtain a USAID ID (new or replacement) authorizing him/her routine access to USAID facilities, or logical access to USAID's information systems, the individual must provide two forms of identity source documents in original form and a passport size photo. One identity source document must be a valid Federal or state government-issued picture ID. (Overseas foreign nationals must comply with the requirements of the Regional Security Office.) USAID/W contractors must contact the USAID Security Office to obtain the list of acceptable forms of documentation, and contractors working in overseas Missions must obtain the acceptable documentation list from the Regional Security Officer. Submission of these documents, and related background checks, are mandatory in order for the contractor to receive a building access ID, and before access will be granted to any of USAID's information systems. All contractors must physically present

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

these two source documents for identity proofing at their USAID/W or Mission Security Briefing. The contractor or his/her Facility Security Officer must return any issued building access ID and remote authentication token to USAID custody upon termination of the individual's employment with the contractor or completion of the contract, whichever occurs first.

The contractor must comply with all applicable HSPD-12 and PIV procedures as described above, and any subsequent USAID or government-wide HSPS-12 and PIV procedures/policies, including any subsequent related USAID General Notices, Office of Security Directives and/or Automated Directives System (ADS) policy directives and required procedures. This includes HSPD-12 procedures established in USAID/W and those procedures established by the overseas Regional Security Office.

In the event of inconsistencies between this clause and the later issued Agency or government-wide HSPD-12 guidance, the most recent issued guidance should take precedence, unless otherwise instructed by the Contracting Officer.

The contractor is required to include this clause in any subcontracts that require the subcontractor or subcontractor employee to have routine physical access to USAID space or logical access to USAID's information systems.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**ATTACHMENT 3**

**INTERAGENCY LANGUAGE ROUNDTABLE LANGUAGE SKILL LEVEL  
DESCRIPTIONS**

**SPEAKING:**

**Speaking 0 (No Proficiency)**

Unable to function in the spoken language. Oral production is limited to occasional isolated words. Has essentially no communicative ability.

**Speaking 0+ (Memorized Proficiency)**

Able to satisfy immediate needs using rehearsed utterances. Shows little real autonomy of expression, flexibility or spontaneity. Can ask questions or make statements with reasonable accuracy only with memorized utterances or formulae. Attempts at creating speech are usually unsuccessful.

Examples: The individual's vocabulary is usually limited to areas of immediate survival needs. Most utterances are telegraphic; that is, functors (linking words, markers and the like) are omitted, confused or distorted. An individual can usually differentiate most significant sounds when produced in isolation but, when combined in words or groups of words, errors may be frequent. Even with repetition, communication is severely limited even with people used to dealing with foreigners. Stress, intonation, tone, etc. are usually quite faulty.

**Speaking 1 (Elementary Proficiency)**

Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics. A native speaker must often use slowed speech, repetition, paraphrase, or a combination of these to be understood by this individual. Similarly, the native speaker must strain and employ real-world knowledge to understand even simple statements/questions from this individual. This speaker has a functional, but limited proficiency. Misunderstandings are frequent, but the individual is able to ask for help and to verify comprehension of native speech in face-to-face interaction. The individual is unable to produce continuous discourse except with rehearsed material.

Examples: Structural accuracy is likely to be random or severely limited. Time concepts are vague. Vocabulary is inaccurate, and its range is very narrow. The individual often speaks with great difficulty. By repeating, such speakers can make themselves understood to native speakers who are in regular contact with foreigners but there is little precision in the information conveyed. Needs, experience or training may vary greatly from individual to individual; for example, speakers at this level may have encountered quite different vocabulary areas. However, the individual can typically satisfy predictable, simple, personal and accommodation needs; can generally meet courtesy, introduction, and identification requirements; exchange greetings; elicit and provide, for example, predictable and skeletal biographical information. He/she might give information about business hours; explain routine procedures in a limited way and state in a simple manner what actions will be taken. He/she is able to formulate some questions even in languages with complicated question constructions. Almost every utterance may be characterized by structural errors and errors in basic grammatical relations. Vocabulary

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

is extremely limited and characteristically does not include modifiers. Pronunciation, stress, and intonation are generally poor, often heavily influenced by another language. Use of structure and vocabulary is highly imprecise.

**Speaking 1+ (Elementary Proficiency, Plus)**

Can initiate and maintain predictable face-to-face conversations and satisfy limited social demands. He/she may, however, have little understanding of the social conventions of conversation. The interlocutor is generally required to strain and employ real-world knowledge to understand even some simple speech. The speaker at this level may hesitate and may have to change subjects due to lack of language resources. Range and control of the language are limited. Speech largely consists of a series of short, discrete utterances.

Examples: The individual is able to satisfy most travel and accommodation needs and a limited range of social demands beyond exchange of skeletal biographic information. Speaking ability may extend beyond immediate survival needs. Accuracy in basic grammatical relations is evident, although not consistent. May exhibit the more common forms of verb tenses, for example, but may make frequent errors in formation and selection. While some structures are established, errors occur in more complex patterns. The individual typically cannot sustain coherent structures in longer utterances or unfamiliar situations. Ability to describe and give precise information is limited. Person, space and time references are often used incorrectly. Pronunciation is understandable to natives used to dealing with foreigners. Can combine most significant sounds with reasonable comprehensibility, but has difficulty in producing certain sounds in certain positions or in certain combinations. Speech will usually be labored. Frequently has to repeat utterances to be understood by the general public.

**Speaking 2 (Limited Working Proficiency)**

Able to satisfy routine social demands and limited work requirements. Can handle routine work-related interactions that are limited in scope. In more complex and sophisticated work-related tasks, language usage generally disturbs the native speaker. Can handle with confidence, but not with facility, most normal, high-frequency social conversational situations including extensive, but casual conversations about current events, as well as work, family, and autobiographical information. The individual can get the gist of most everyday conversations but has some difficulty understanding native speakers in situations that require specialized or sophisticated knowledge. The individual's utterances are minimally cohesive. Linguistic structure is usually not very elaborate and not thoroughly controlled; errors are frequent. Vocabulary use is appropriate for high-frequency utterances, but unusual or imprecise elsewhere.

Examples: While these interactions will vary widely from individual to individual, the individual can typically ask and answer predictable questions in the workplace and give straightforward instructions to subordinates. Additionally, the individual can participate in personal and accommodation-type interactions with elaboration and facility; that is, can give and understand complicated, detailed, and extensive directions and make non-routine changes in travel and accommodation arrangements. Simple structures and basic grammatical relations are typically controlled; however, there are areas of weakness. In the commonly taught languages, these may be simple markings such as plurals, articles, linking words, and negatives or more complex structures such as

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

tense/aspect usage, case morphology, passive constructions, word order, and embedding.

**Speaking 2+ (Limited Working Proficiency, Plus)**

Able to satisfy most work requirements with language usage that is often, but not always, acceptable and effective. The individual shows considerable ability to communicate effectively on topics relating to particular interests and special fields of competence. Often shows a high degree of fluency and ease of speech, yet when under tension or pressure, the ability to use the language effectively may deteriorate. Comprehension of normal native speech is typically nearly complete. The individual may miss cultural and local references and may require a native speaker to adjust to his/her limitations in some ways. Native speakers often perceive the individual's speech to contain awkward or inaccurate phrasing of ideas, mistaken time, space and person references, or to be in some way inappropriate, if not strictly incorrect.

Examples: Typically the individual can participate in most social, formal, and informal interactions, but limitations either in range of contexts, types of tasks or level of accuracy hinder effectiveness. The individual may be ill at ease with the use of the language either in social interaction or in speaking at length in professional contexts. He/she is generally strong in either structural precision or vocabulary, but not in both. Weakness or unevenness in one of the foregoing, or in pronunciation, occasionally results in miscommunication. Normally controls, but cannot always easily produce general vocabulary. Discourse is often incohesive.

**Speaking 3 (General Professional Proficiency)**

Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations in practical, social and professional topics. Nevertheless, the individual's limitations generally restrict the professional contexts of language use to matters of shared knowledge and/or international convention. Discourse is cohesive. The individual uses the language acceptably, but with some noticeable imperfections; yet, errors virtually never interfere with understanding and rarely disturb the native speaker. The individual can effectively combine structure and vocabulary to convey his/her meaning accurately. The individual speaks readily and fills pauses suitably. In face-to-face conversation with natives speaking the standard dialect at a normal rate of speech, comprehension is quite complete. Although cultural references, proverbs and the implications of nuances and idiom may not be fully understood, the individual can easily repair the conversation. Pronunciation may be obviously foreign. Individual sounds are accurate: but stress, intonation and pitch control may be faulty.

Examples: Can typically discuss particular interests and special fields of competence with reasonable ease. Can use the language as part of normal professional duties such as answering objections, clarifying points, justifying decisions, understanding the essence of challenges, stating and defending policy, conducting meetings, delivering briefings, or other extended and elaborate informative monologues. Can reliably elicit information and informed opinion from native speakers. Structural inaccuracy is rarely the major cause of misunderstanding. Use of structural devices is flexible and elaborate. Without searching for words or phrases, the individual uses the language clearly and relatively naturally to elaborate concepts freely and make ideas easily understandable to native speakers. Errors occur in low-frequency and highly complex structures.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**Speaking 3+ (General Professional Proficiency, Plus)**

Is often able to use the language to satisfy professional needs in a wide range of sophisticated and demanding tasks.

Examples: Despite obvious strengths, may exhibit some hesitancy, uncertainty, effort or errors which limit the range of language-use tasks that can be reliably performed. Typically there is particular strength in fluency and one or more, but not all, of the following: breadth of lexicon, including low- and medium-frequency items, especially socio-linguistic/cultural references and nuances of close synonyms; structural precision, with sophisticated features that are readily, accurately and appropriately controlled (such as complex modification and embedding in Indo-European languages); discourse competence in a wide range of contexts and tasks, often matching a native speaker's strategic and organizational abilities and expectations. Occasional patterned errors occur in low frequency and highly-complex structures.

**Speaking 4 (Advanced Professional Proficiency)**

Able to use the language fluently and accurately on all levels normally pertinent to professional needs. The individual's language usage and ability to function are fully successful. Organizes discourse well, using appropriate rhetorical speech devices, native cultural references and understanding. Language ability only rarely hinders him/her in performing any task requiring language; yet, the individual would seldom be perceived as a native. Speaks effortlessly and smoothly and is able to use the language with a high degree of effectiveness, reliability and precision for all representational purposes within the range of personal and professional experience and scope of responsibilities. Can serve as an informal interpreter in a range of unpredictable circumstances. Can perform extensive, sophisticated language tasks, encompassing most matters of interest to well-educated native speakers, including tasks which do not bear directly on a professional specialty.

Examples: Can discuss in detail concepts which are fundamentally different from those of the target culture and make those concepts clear and accessible to the native speaker. Similarly, the individual can understand the details and ramifications of concepts that are culturally or conceptually different from his/her own. Can set the tone of interpersonal official, semi-official and non-professional verbal exchanges with a representative range of native speakers (in a range of varied audiences, purposes, tasks and settings). Can play an effective role among native speakers in such contexts as conferences, lectures and debates on matters of disagreement. Can advocate a position at length, both formally and in chance encounters, using sophisticated verbal strategies. Understands and reliably produces shifts of both subject matter and tone. Can understand native speakers of the standard and other major dialects in essentially any face-to-face interaction.

**Speaking 4+ (Advanced Professional Proficiency, Plus)**

Speaking proficiency is regularly superior in all respects, usually equivalent to that of a well educated, highly articulate native speaker. Language ability does not impede the performance of any language-use task. However, the individual would not necessarily be perceived as culturally native.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

Examples: The individual organizes discourse well, employing functional rhetorical speech devices, native cultural references and understanding. Effectively applies a native speaker's social and circumstantial knowledge; however, cannot sustain that performance under all circumstances. While the individual has a wide range and control of structure, an occasional nonnative slip may occur. The individual has a sophisticated control of vocabulary and phrasing that is rarely imprecise, yet there are occasional weaknesses in idioms, colloquialisms, pronunciation, and cultural reference or there may be an occasional failure to interact in a totally native manner.

**Speaking 5 (Functionally Native Proficiency)**

Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of the country where the language is natively spoken. The individual uses the language with complete flexibility and intuition, so that speech on all levels is fully accepted by well-educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms and pertinent cultural references. Pronunciation is typically consistent with that of well-educated native speakers of a non-stigmatized dialect.

**WRITING:**

**Writing 0 (No Proficiency)**

No functional writing ability.

**Writing 0+ (Memorized Proficiency)**

Writes using memorized material and set expressions. Can produce symbols in an alphabetic or syllabic writing system or 50 of the most common characters. Can write numbers and dates, own name, nationality, address, etc., such as on a hotel registration form. Otherwise, ability to write is limited to simple lists of common items such as a few short sentences. Spelling and even representation of symbols (letters, syllables, and characters) may be incorrect.

**Writing 1 (Elementary Proficiency)**

Has sufficient control of the writing system to meet limited practical needs. Can create by writing statements and questions on topics very familiar to him/her within the scope of his/her very limited language experience. Writing vocabulary is inadequate to express anything but elementary needs; writes in simple sentences making continual errors in spelling, grammar and punctuation but writing can be read and understood by a native reader used to dealing with foreigners attempting to write his/her language. Writing tends to be a loose collection of sentences (or fragments) on a given topic and provides little evidence of conscious organization. While topics which are "very familiar" and elementary needs vary considerably from individual to individual, any person at this level should be able to write simple phone messages, excuses, notes to service people and simple notes to friends.

**Writing 1+ (Elementary Proficiency, Plus)**

Sufficient control of writing system to meet most survival needs and limited social demands. Can create sentences and short paragraphs related to most survival needs (food, lodging, transportation, immediate surroundings and situations) and limited social demands. Can express fairly accurate present and future time. Can produce some past verb forms but not always accurately or with correct usage. Can relate personal history,

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

discuss topics such as daily life, preferences and very familiar material. Shows good control of elementary vocabulary and some control of basic syntactic patterns but major errors still occur when expressing more complex thoughts. Dictionary usage may still yield incorrect vocabulary or terms, although the individual can use a dictionary to advantage to express simple ideas. Generally cannot use basic cohesive elements of discourse to advantage (such as relative constructions, object pronouns, connectors, etc.). Can take notes in some detail on familiar topics, and respond to personal questions using elementary vocabulary and common structures. Can write simple letters, summaries of biographical data and work experience with fair accuracy. Writing, though faulty, is comprehensible to native speakers used to dealing with foreigners.

**Writing 2 (Limited Working Proficiency)**

Able to write routine social correspondence and prepare documentary materials required for most limited work requirements. Has writing vocabulary sufficient to express himself/herself simply with some circumlocutions. Can write simply about a very limited number of current events or daily situations. Still makes common errors in spelling and punctuation, but shows some control of the most common formats and punctuation conventions. Good control of morphology of language (in inflected languages) and of the most frequently used syntactic structures. Elementary constructions are usually handled quite accurately and writing is understandable to a native reader not used to reading the writing of foreigners. Uses a limited number of cohesive devices.

**Writing 2+ (Limited Working Proficiency, Plus)**

Shows ability to write with some precision and in some detail about most common topics. Can write about concrete topics relating to particular interests and special fields of competence. Often shows surprising fluency and ease of expression but under time constraints and pressure language may be inaccurate and/or incomprehensible. Generally strong in either grammar or vocabulary but not in both. Weaknesses or unevenness in one of the foregoing or in spelling result in occasional miscommunication. Areas of weakness range from simple constructions such as plurals, articles, prepositions and negatives to more complex structures such as tense usage, passive constructions, word order and relative clauses. Normally controls general vocabulary with some misuse of everyday vocabulary evident. Shows a limited ability to use circumlocutions Uses dictionary to advantage to supply unknown words. Can take fairly accurate notes on material presented orally and handle with fair accuracy most social correspondence. Writing is understandable to native speakers not used to dealing with foreigners' attempts to write the language, though style is still obviously foreign.

**Writing 3 (General Professional Proficiency)**

Able to use the language effectively in most formal and informal written exchanges on practical, social and professional topics. Can write reports, summaries, and short library research papers on current events, on particular areas of interest or on special fields with reasonable ease. Control of structure, spelling and general vocabulary is adequate to convey his/her message accurately but style may be obviously foreign. Errors virtually never interfere with comprehension and rarely disturb the native reader. Punctuation generally controlled. Employs a full range of structures. Control of grammar good with only sporadic errors in basic structures, occasional errors in the most complex frequent structures and somewhat more frequent errors in low frequency complex structures. Consistent control of compound and complex sentences. Relationship of ideas is consistently clear.

**Solicitation for a USPSC Regional Advisor for the West and North Africa Regional  
Office  
M/OAA/DCHA/DOFDA-07-293**

**Writing 3+ (General Professional Proficiency, Plus)**

Able to write the language in a few prose styles pertinent to professional/educational needs. Not always able to tailor language to suit audience. Weaknesses may be in poor control of low frequency complex structures, vocabulary or the ability to express subtleties, and nuances. May be able to write on some topics pertinent to professional/educational needs. Organization may suffer due to lack of variety in organizational patterns or in variety of cohesive devices.

**Writing 4 (Advanced Professional Proficiency)**

Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs. Errors of grammar are rare including those in low frequency complex structures. Consistently able to tailor language to suit audience and able to express subtleties and nuances. Expository prose is clearly, consistently and explicitly organized. The writer employs a variety of organizational patterns, uses a wide variety of cohesive devices such as ellipses and parallelisms, and subordinates in a variety of ways. Able to write on all topics normally pertinent to professional and educational needs and on social issues of a general nature. Writing adequate to express all his/her experiences.

**Writing 4+ (Advanced Professional Proficiency, Plus)**

Able to write the language precisely and accurately in a wide variety of prose styles pertinent to professional/educational needs. May have some ability to edit but not in the full range of styles. Has some flexibility within a style and shows some evidence of a use of stylistic devices.

**Writing 5 (Functionally Native Proficiency)**

Has writing proficiency equal to that of a well educated native. Without non-native errors of structure, spelling, style or vocabulary can write and edit both formal and informal correspondence, official reports and documents, and professional/ educational articles including writing for special purposes which might include legal, technical, educational, literary and colloquial writing. In addition to being clear, explicit and informative, the writing and the ideas are also imaginative. The writer employs a very wide range of stylistic devices.

(For more information on the Interagency Language Roundtable scale, see the ILR website: <http://www.govtilr.org/ILRscale1.htm>)