



Request for Personal Service Contractor

USAID Office of Transition Initiatives

Position Title: OTI Senior Regional Specialist - Nairobi
Solicitation Number: SOL-OTI-13-000028
Salary Level: GS-14 Equivalent: \$84,697 - \$110,104
Issuance Date: April 4, 2013
Closing Date: April 18, 2013
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

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

Submittals must be in accordance with the attached information at the place and time specified.

Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

2. Supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

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

GlobalCorps
529 14th Street, NW, Suite 700
Washington, DC 20045
E-Mail Address: regspeckenya@globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

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

Dominique Chittum or Travis Axton
Telephone Number: (202) 706-6110 or (202) 706-6115
E-Mail Address: regspeckenya@globalcorps.com
Website: www.globalcorps.com
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia
Contracting Officer

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

Solicitation for U.S. Personal Service Contractor (PSC) OTI Senior Regional Specialist - Nairobi

- 1. SOLICITATION NO.:** SOL-OTI-13-000024
- 2. ISSUANCE DATE:** April 4, 2013
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 18, 2013, 5:00 pm EDT
- 4. POSITION TITLE:** OTI Senior Regional Specialist - Nairobi
- 5. MARKET VALUE:** GS-14 equivalent, non-locality pay (\$84,697 - \$110,104). The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience, and educational background. **Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.**
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year options
- 7. PLACE OF PERFORMANCE:** Nairobi, Kenya
- 8. STATEMENT OF WORK**

POSITION DESCRIPTION

BACKGROUND

The Office of Transition Initiatives (OTI) was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate, OTI retains a group of high-level professionals and experts under personal services contracts (PSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the organization's programmatic goals and

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 13 of this solicitation.

For more information about OTI and its country programs please see: <http://www.usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

INTRODUCTION

The OTI Senior Regional Specialist position was developed because (1) USAID's portfolio of countries facing various forms of fragility or crisis has increased, making OTI's experience and skills that much more relevant, timely and sought after; (2) the Transformational Diplomacy strategy has placed new, growing, and immediate regional demands on USAID in the region, including increased engagement in conflict, crisis and transitional assistance programming, which in turn has increased demand for OTI's assistance and advice; and (3) as USAID's lead operational unit for crisis intervention programming, OTI is evolving to carry out more assessments, provide more experientially based technical advice and analysis, and explore earlier countries that face possible political crises in order to deepen understanding, identify opportunities and constraints and to be more prepared to execute programming when necessary.

As an OTI senior official in the region, the Senior Regional Specialist will represent and serve as a liaison between the Office of Transition Initiatives (OTI) and a wide array of individuals and institutions including USAID Field Missions, other Democracy, Conflict, and Humanitarian Assistance (DCHA) office representatives, regionally based officials from the State Department, the Department of Defense, and other agencies of the U.S. Government, international organizations, and the non-government community abroad on political transition, conflict and post-conflict issues in the region.

The Senior Regional Specialist will visit, as necessary, ongoing OTI programs in the region as well as proposed and potential country program sites, serving as OTI's senior official in the region, and may be called upon to support other regions. The Senior Regional Specialist will serve as the 'agent' of the OTI Team Leader and, when designated, will have supervisory authority when working with OTI Country Teams.

The incumbent will train, mentor, backstop, and support OTI Country Representatives, Deputy Country Representatives, and bullpen staff. S/he will report to one of OTI's five Regional Team Leaders serving Africa, Afghanistan/Pakistan, Asia, Middle East, and Latin America/Caribbean. The Senior Regional Specialist will mentor and train OTI Country Teams on the OTI business model, procedures, minimum program requirements best practices and help determine the learning and training needs of in-country staff.

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

The Senior Regional Specialist will participate and contribute to broader office policy and process discussions and promote state-of-the-art transition programming. The Senior Regional Specialist will cultivate and share best practices found in the field with OTI's Applied Best Practices and Coordination (ABC) Team. Through coordination with the ABC team the Senior Regional Specialist will stay abreast of current thinking, policy determinations and lessons learned and best practices from other regions. Through on-the-ground knowledge of OTI country programs, the Senior Regional Specialist will contribute to the refinement of OTI's learning and training strategy, training regimes, and materials for staff in country programs as well as office surge staff, known as the Bullpen.

The Senior Regional Specialist will be a leading point of contact for engagements in the region of the OTI Support Unit (OSU), and the Program, Learning and Innovation division (PLI), which includes the ABC and Program Office teams. S/he will help steer such engagements from the field as part of the overall OTI regional team's work, and will advise them on program specifics and individual TDY terms of reference.

OBJECTIVE

The objective of this position is to ensure that OTI has a highly-qualified Senior Regional Specialist in the field that will represent OTI and fulfill the duties and responsibilities of the position.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Senior Regional Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Senior Regional Specialist requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Senior Regional Specialist is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce. S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The Senior Regional Specialist is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The Senior Regional Specialist has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner. The Senior Regional Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the Washington-based DCHA/OTI Regional Team Leader, with additional reporting responsibilities required for the Director of the USAID Regional Development Mission, the DCHA/OTI Senior Regional Specialist will:

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

- Ensure effective and well-managed OTI country programs. The Senior Regional Specialist will achieve this by providing independent analysis of the OTI country program's effectiveness and management, and by providing mentoring, training, and consultation for the OTI Country Representative, Deputy Country Representative and other members of an in-country Senior Management Team (including implementing partner staff where appropriate) about the OTI business model, programming methodology, applicable historical references, observed personal and corporate lessons, and overall advice at strategic, programmatic and activity levels for the improvement and success of the OTI program.
- Provide advice to the OTI Regional Team Leader about the direction and implementation of country programs, the performance of in-country staff. Work with the Regional Team Leader and relevant country team to devise strategies for the improvement and success of OTI programs.
- Monitor regional developments as they relate to OTI's mission and mandate. Provide ongoing analysis and provide regular reporting to the Regional Team Leader on current political developments, security concerns and other pertinent information from the region for informed decision-making.
- Serve as OTI's representative, regional focal point, and liaison for new country start-ups, strategic analysis and dialogue with senior U.S. government officials and representatives throughout the region.
- When required, lead and/or contribute to assessments for possible new country start-ups, and steer new country analysis for OTI.
- Support ongoing OTI programs in the region on a temporary duty (TDY) or remote basis, including but not limited to serving as an Acting Country Representative or Acting Deputy Country Representative when required.
- Actively support learning and training in OTI by linking, contributing to and refining observed lessons from the field and program and personnel requirements to the main body of OTI knowledge through the ABC team. Act as a conduit for both observed best practices in the field to the ABC team for the general improvement of learning and training within OTI, as well as a channel from the ABC team to country programs of minimum requirements, best practices and state of the art thinking for transition programming.
- Provide technical assistance and support to regional and bilateral missions experiencing political transition, conflict, and post-conflict issues.
- Provide expertise to OTI regional teams and the Senior Leadership Team on OTI strategic planning.

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

- Travel to other current or potential OTI field locations and Washington, D.C., if required, to provide expertise on OTI field programming through assessments, country program reviews, or consultations. Provide said consultations and assessments on best practices and lessons learned, to develop guidance and training materials. Travel may also be required to attend regional conferences and workshops. Provide readouts when practicable and appropriate to the regional and ABC teams.
- Perform other duties as assigned by OTI/Washington in support of OTI's world-wide mission, including, if required, other representational duties in support of OTI programs.

SUPERVISORY RELATIONSHIP:

The OTI Senior Regional Specialist will be supervised by the OTI Africa Team Leader as part of OTI's Field Programs Division or his/her designee, and will also have additional reporting responsibilities to the relevant Mission Director when applicable.

SUPERVISORY CONTROLS:

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. Work plans, timesheets, regional travel, and funding associated with support costs will be approved through OTI/Washington. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands. During deployment on assessment teams or 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

While at post, the work is generally performed in an office environment. However, the position also requires travel throughout the region, which may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions. Regional Advisors are expected to be able to travel in support of OTI country programs up to 50% of the time per annum, and for individual periods of up to 30 days.

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

13. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

(Determines basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

This senior level position calls for an experienced professional with the presence, knowledge, and leadership skills necessary to perform the assigned duties. The incumbent must possess the program, project management, and budgetary skills to help ensure successful start-ups, management, and close-outs of OTI country programs. The complex demands of the position require that the incumbent be able to travel to countries in the region with short notice, and be able to immediately respond to the challenging demands often faced by OTI programs. The proper execution of OTI programs requires a Senior Regional Specialist with a high level of managerial and operational skills. The Senior Regional Specialist must be prepared to work or collaborate with senior officials from other international organizations, bilateral donors, and non-governmental organizations who may be important to OTI's programs and objectives, and must have an in-depth knowledge of international relations in general, and of political transition environments where OTI programs are most relevant in particular.

At a **minimum**, the applicant must have:

- (1) A Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international development and social sciences and a minimum of **seven (7) years** of recent project management experience including conceptualization and design with a USG foreign affairs agency, international assistance organization, or non-governmental organization, in community development, organizational development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities;

OR

- (2) A Bachelor's degree with **nine (9) years** of recent project management experience including conceptualization and design with a USG foreign affairs agency or international assistance organization, or non-governmental organization, in community development, organizational development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, and/or human rights activities;

AND

- (3) **Three (3) years** of overseas field experience working with political transition programs implemented through a grants under contract mechanism including demonstrated experience working with a USG foreign assistance bureaucracy;

AND

- (4) A minimum of **three (3) years** of overseas field experience working in conflict-prone countries;

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

AND

- (5) A minimum of **four (4) years** prior supervisory experience, of which **two (2) years** must include supervising at a management level (defined as supervising supervisors).

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 (**see detailed instructions under "Applying"**);
- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance is/are required prior to issuance of the contract for this position.

EVALUATION FACTORS

(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.)

- | | |
|-----------|---|
| Factor #1 | Demonstrated experience interacting and coordinating with various U.S. Government, foreign government, International organizations and non-governmental organizations frequently involved in political transitions and humanitarian interventions to achieve United States foreign policy objectives; |
| Factor #2 | Demonstrated competency and experience working in complex political transition and post-conflict environments, where implementing programming to further U.S. government foreign policies is complicated by interconnected issues and conflicts; |
| Factor #3 | Experience conceptualizing, designing, implementing, monitoring and evaluating and managing political transition activities, especially small grant activities; |
| Factor #4 | Demonstrated communication, writing, analytical, cross-cultural and social/interpersonal skills; demonstrated ability to communicate and represent the organization, its core values and ethos to key partners, stakeholders and beneficiaries both within and outside the USG, and from all walks of life; |
| Factor #5 | Demonstrated ability to consistently and independently perform in a complex, high visibility, and high-pressure environment; |

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

Factor #6 Active or recent U.S. government security clearance.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation 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:

Evaluation Factors have been assigned the following points:

- Factor #1 – 20
- Factor #2 – 15
- Factor #3 – 10
- Factor #4 – 10
- Factor #5 – 10
- Factor #6 – 5
- Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

The Evaluation Factors are worth 70 out of 100 points. Be sure to fully respond to each of the Evaluation Factors and include all relevant experience, training, and/or education in your responses. Sample Evaluation Factors are provided on the GlobalCorps website at www.globalcorps.com.

The most qualified candidates may be interviewed and required to provide a writing sample. OTI will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

APPLYING:

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

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, including OF-612 continuation sheets as needed (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at www.globalcorps.com).

NOTE: Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.

Dates (months/years) and locations for all field experience must also be detailed.

2. A supplemental document specifically addressing:
Each of the Education/Experience requirements shown in the solicitation.
Each of the six (6) Evaluation Factors shown in the solicitation.

NOTE: The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

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, 529 14th Street, NW, Suite 700, Washington, D.C. 20045

Via facsimile: (202) 403-3911 or (202) 403-3941

Via email: regspeckenya@globalcorps.com

Please note in your document submittal where you heard about this position.

NOTE: If a temporary or full secret security clearance is not obtained within four months after offer acceptance, the offer may be rescinded.

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

NOTE: The incumbent must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS

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

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)
https://www.acquisition.gov/far/current/html/52_200_206.html

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

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

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

**Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024**

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

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

BENEFITS/ALLOWANCES:

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

BENEFITS:

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

ALLOWANCES (if Applicable).*

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

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

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 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

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

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 OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

ATTACHMENT 2

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

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

“Coercion” means—

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

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

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

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

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

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

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

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

“Severe forms of trafficking in persons” means—

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

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

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

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

Solicitation for a USPSC OTI Senior Regional Specialist - Nairobi
SOL-OTI-13-000024

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

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

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

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

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

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

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

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

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