

**Personal Services Contractor (PSC)  
Statement of Work (SOW)  
Environmental Crime/Wildlife Trafficking Program Advisor  
Washington DC  
GS 12/13 (Equivalent)**

**GENERAL STATEMENT OF THE PURPOSE OF THIS CONTRACT**

The Bureau of International Narcotics and Law Enforcement Affairs (INL) is the lead bureau responsible for narcotics control assistance activities and international criminal justice issues for the US Department of State (DOS). The Office of Anti-Crime Programs (INL/C) engages in multilateral and bilateral diplomatic and programmatic efforts to promote USG foreign policy and national security interests in a range of priority crime issues, including anticorruption, anti-money laundering and combating terror finance, border security, cybercrime and intellectual property rights, environmental crime/wildlife trafficking, and organized crime. INL/C's Environmental Crime/Wildlife Trafficking Team plays a leadership role in INL, the Department, and the inter-agency community in combating Environmental Crime/Wildlife Trafficking internationally, including with regard to INL's role in implementing the National Strategy to Combat Wildlife Trafficking. The team's principal roles are 1) domestic policy development through interagency and intra-Department coordination; 2) development of and participation in multilateral processes and other diplomatic and public diplomacy initiatives; and 3) development and management of funded projects and activities to advance our policy goals. The team can also collaborate with or assist INL regional offices on development and implementation of bilateral programs with an environmental crime component. The team works closely with other elements of the Department, DOJ, DOI, DHS, and other partners, in several key international efforts, with a focus on adoption of international standards, processes to promote concrete follow-up action, and capacity building.

The Environmental Crime/Wildlife Trafficking Team is responsible for the coordination of all environmental crime law enforcement training and technical assistance activities undertaken by INL/C. The team serves as the key focal point for the bureau on environmental crime issues to include wildlife trafficking, illegal logging, and illegal fisheries, and their nexus to organized crime, corruption, and money laundering, and serves as a resource for expertise to the Department and various interagency working groups.

**PURPOSE**

The personal services contractor position serves as an environmental crime/wildlife trafficking program officer for the Crime Programs Division of the Anti-Crime Programs Office of INL and provides assistance in aspects of the Environmental Crime/Wildlife Trafficking program. The incumbent's work will principally focus on environmental crime/wildlife trafficking law enforcement training and technical assistance programs with international organizations, NGOs, and other law enforcement agencies, but will engage in each of the other aspects of the team's work upon request.

**DUTIES/RESPONSIBILITIES**

- Work as part of a small team responsible for managing the environmental crime/wildlife trafficking program.
- Provide support on the daily implementation of the program; to include preparation of papers and correspondence concerning program issues, and provide general assistance with the program as directed.
- Undertake logistical and programmatic management support for funding agreements, including through securing specialized grants training; manage budget process including production and processing of

obligating documents such as interagency agreements and letters of agreement; assist in overseeing project implementation; assist with the maintenance of funding and budgetary spreadsheets pertaining to task order and program management; and provide assistance to the Team Leader on drafting, reviewing and amending all manner of procurement requests and task orders as assigned.

- Establish and maintain professional relationships with office and other INL colleagues, members of USG law enforcement agencies involved in programming, and USG personnel assigned to U.S. Embassies that are associated with particular implementation programs and policy processes.
- Provide program guidance to federal law enforcement agencies on the administration of training and technical assistance programs.
- Monitor the implementation and performance of projects being conducted by Federal law enforcement agencies and non-governmental organizations.
- Develop knowledge and expertise in various aspects of environmental crime/wildlife trafficking policy issues and program activities.
- Draft a variety of technical, programmatic, funding, and informational memoranda and letters; assist in the preparation of responses to Congressional questions, press guidance, and interagency documents in accordance with Department policies and regulations.
- Provide assistance with the coordination with law enforcement agencies, intra-agency meetings, other agencies, IOs, and NGOs, advising them of stated policy on program issues to include briefings, both written and oral, to senior officials on outcome of meetings.

#### **TRAININGS & DISTANCE LEARNING COURSES**

1. Completes the Contracting Officer Representative (PA296) distance-learning (DL) course through the Foreign Service Institute (FSI) within 120 days of arriving at Post.
2. *If applicable* - Completes the mandatory Foreign Affairs Counter-Threat (FACT) Course (OT610) prior to deployment to Post.

#### **RELATIONSHIPS**

The Advisor reports to the Environmental Crime/Wildlife Trafficking Team Leader or to the Division Director, as directed. The officer is expected to maintain open, timely, and effective communications with the Environmental Crime/Wildlife Trafficking Team Leader and INL/C/CP Division Director on issues falling under the scope of work, resulting in a relationship that proactively addresses potential problems with flexible, workable solutions.

The Contracting Officer's Representative (COR) is delegated the authority to act for the Contracting Officer in matters concerning technical clarification, inspection and, after concurrence by the Contracting Officer, acceptance of Contractor performance under the contract, including preparation of receiving reports, and the authorization of progress payments when appropriate. The COR will coordinate all work with the Contractor and review Contractor's performance at significant stages of its development.

In no instance, however, shall the COR be authorized to alter or modify the specifications or the contract terms and the conditions or waive the government's requirement, price, delivery, or other terms and conditions. Such changes must be authorized, in writing, to the Contracting Officer.

### **DELIVERABLES/REPORTS**

Deliverables are required under this PSC and shall include; quarterly status reports regarding status of assignments, quarterly evaluation of contractor performance, and "Completion of assignment report," which shall be a comprehensive review of the projects in which the contractor was involved. The final report shall include an analysis of and recommendations for the various projects. The completions of assignment reports are due no later than fifteen (15) days prior to the expiration of this contract. The Personal Service Contractor shall submit a copy of each report as required to the following:

The Contractor shall prepare and submit two copies of each technical report required by the schedule of this contract (e.g., progress reports, final reports, etc.), one to Contractor's direct supervisor in INL/C and one to the INL/C Division Chief,. The title page of all reports forwarded pursuant to this paragraph shall include a descriptive title, the author's name(s), contract number, project number, and title, contractor's name, name of the State Department project office, and the publication or issuance date of the report.

### **COMPLEXITY**

This position involves planning, organizing and completing financial and organizational analysis of significant complexity. Due to the high visibility and political sensitivity of the issues in which INL is involved, there is extreme difficulty in identifying the nature of the issues and planning, organizing and determining the scope and depth of studies/audits to be undertaken. The PSC is expected to address difficult scenarios by separating the substantive nature of the programs or issues into their components and determining the nature and magnitude of programs or issues, as well as in discerning the intent of the legislation and policy statements and determining how to translate the intent into program actions.

### **SCOPE AND EFFECTIVENESS**

The PSC performs broad and extensive assignments related to a complex administrative/financial program spanning the full-range of law enforcement, rule of law, and criminal justice issues in INL/C, which is of significant interest to the public and to Congress.

### **MINIMUM QUALIFICATIONS**

- U.S. Citizenship and the ability to obtain/maintain a Department of State Secret security clearance.
- Bachelor's from an accredited college or university in international law, international relations, political science, environmental policy, economics, history, law, statistics, or in the humanities.
- Demonstrated three to five years experience in program management and monitoring and evaluation.
- Demonstrated experience working on or academic studies related to environmental topics or international affairs.
- Ability to operate independently, employing oversight over existing and future operations and procurements.
- Excellent oral and written English communication skills.
- Superior interpersonal skills.
- Proficient in Microsoft Office applications.

### **PREFERRED QUALIFICATIONS:**

- Graduate Degree from an accredited college or university in a related field

- Experience working or coordinating with other relevant U.S. government agencies (e.g., Departments of Justice and Fish and Wildlife Service) engaged on environmental issues and the federal law enforcement/criminal justice community.
- Prior experience with and knowledge of the State Department’s foreign assistance process, the structure and hierarchy of U.S. embassies, and State Department policies and processes.

**GOVERNMENT FURNISHED EQUIPMENT**

DOS will provide the Environmental Crime/Wildlife Trafficking Program Officer with office space, computer, phone, and other required equipment and supplies necessary to complete all job requirements. DOS will own and maintain all furnished property.

**POSITION LOCATION & HOURS**

The physical work location is at INL/C, 2401 E Street, NW, 6<sup>th</sup> floor, Washington DC. Hours for the position will be during the core hours of the DOS. Telework scheduled or unscheduled telework is permitted if authorized through standard Department procedures.

**TRAVEL**

Overseas travel is anticipated for this position, where authorized by INL/C management.

**EVALUATION FACTORS**

- FACTOR 1: Program Experience (30 points)**  
 Demonstrated knowledge of and interest in environmental or other transnational crime issues, initiatives, and standards (from practice, policy, or programming perspectives), or demonstrated ability to come to speed quickly on new areas of knowledge.
- FACTOR 2: Communication & Management Experience (20 points)**  
 Ability to communicate effectively, both orally and in writing, in a timely and concise manner; interact effectively with others at all levels to prepare, analyze, explain and defend determinations and requirements with respect to conformance to applicable laws, policies and other regulatory guidelines; and advise program officials.
- FACTOR 3: Work Experience (30 Points)**  
 Demonstrated work experience in managing complex projects which includes determining and validating requirements, managing project implementation, tracking progress and monitoring impact, and managing related budget processes.
- FACTOR 4: Past Performance (20 points)**  
 Past performance evaluation of applicant’s ability to perform under the contract. In conducting the evaluation, the U.S. government reserves the right to utilize all evaluation information available at the time of evaluation, whether provided by the applicant or obtained from other sources.