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DOD WASHINGTON HEADQUARTERS SERVICES
WASHINGTON, DC
Subject Matter Experts for the
Iraqi Reconstruction and Development Council (IRDC)
Office of Reconstruction and Humanitarian Assistance
Statement of Work

1.0 Project Background

During the middle of February 2003, the Department of Defense organized the Office of Reconstruction and Humanitarian Assistance (ORHA). This inter-Agency Task Force will last for approximately 12 months, and will fall under the purview of the Office of the Undersecretary of Defense (Policy). This Task Force will advise and assist the Undersecretary of Defense (Policy) in responding to specific tasks from the Secretary of Defense and the inter-Agency steering group.

The Iraqi Reconstruction and Development Council (IRDC) is a U.S. government sponsored entity, run by free Iraqi individuals under the direction of Emad Dhia, with the goal of developing effective governmental structures in Iraq at the local, provincial and national levels subsequent to a conflict. IRDC also is committed to the goal of a democratic government for Iraq.

2.0 Objectives

The contractor shall provide operational technical support services for the Office of Reconstruction and Humanitarian Assistance (ORHA) for recruiting host country experts in a variety of administrative and technical fields to facilitate the development of effective governmental structures at the local, provincial and national levels in a post-conflict environment.

The contract shall be in three phases. The first phase (initial phase) shall take place in the Continental United States (CONUS) in Arlington, VA and shall consist of establishing subcontracts with Subject Matter Experts (SMEs) as designated by the Government and providing management and logistical support; the second phase (deployment phase) shall take place in the United States Central Command (USCENTCOM) Area of Responsibility (AOR), at which place the Government will assume management and control responsibilities for the SMEs; the third phase (completion phase) shall consist of providing logistics support for the return of the SMEs to CONUS.

3.0 Work Requirements

The services provided by the Contractor shall be comprised of one or more of the following task areas:

Task Area 1: Provide Subject Matter Experts (SMEs). The requirements of this task area include the Contractor subcontracting with 150 SMEs that have been identified by the Government and have demonstrated an understanding of governmental operations required in the USCENTCOM Area of Responsibility (AOR); language, cultural and geographic issues; and local recruitment requirements in the AOR. The Contractor shall not be responsible for due diligence on any of the SMEs identified. The unique requirements of this task require the SMEs to be sympathetic to the reconstruction and humanitarian vision of a post-conflict Iraq. The Contractor shall be required to establish an appropriate salary with the SME's as specified by the Government. SMEs will perform these specific tasks under the direction of the Director for the IRDC in support of the Council's goals. These tasks shall be specified within each individual subcontract.

- Identify, contact and recruit individuals in the exile and captive Iraqi community who are willing to devote themselves to the reconstruction and stability of Iraq over the next 120 days.

- Identify and prioritize tasks to ensure continuity of governmental and social services within Iraq, subsequent to a conflict. This will be a cooperative, group effort.

- Prepare planning documents and position papers regarding the tasks necessary to ensure governmental continuity.

- Coordinate reconstruction and development efforts with U.S. ministry and regional coordinators. Cooperation with coordinators for the Office of Reconstruction and Humanitarian Affairs is an essential job-element.

- Deploy to Iraq for no fewer than 30 days to perform tasks in support of IRDC's mission.

- Administrative and translation assistance to OHRA teams in the AOR.

- Develop and implement AOR programs and projects supporting the post-conflict Governmental structures.

3.1.a The SMEs shall provide the level of support stated in paragraph 3.1 while located in the Continental US (CONUS).

3.1.b The SMEs shall provide the level of support stated in paragraph 3.1 while located in the USCENTCOM AOR.

3.1 Task Area 2: The Contractor shall provide on-site Program Management support at the CONUS location (Taylor Building, Arlington, VA) for this effort to include, but not limited to the following: