



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 04, 2009  
CLOSING DATE: April 03, 2009

SUBJECT: Solicitation No. 306-09-51/OIEE for U.S. Personnel Service Contractor (USPSC) **Civil Engineer - Vertical Structure**

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to [iee0951@usaid.gov](mailto:iee0951@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until April 04, 2009, 16:30hrs local time.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov) or James Berscheit, Sup. Executive Officer (A), Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at [jberscheit@usaid.gov](mailto:jberscheit@usaid.gov) Applications should only be sent to [iee0951usaid.gov](http://iee0951usaid.gov) and not to any individuals.

Sincerely,

James Berscheit  
Sup. Executive Officer (A)  
USAID/Afghanistan

U.S. Agency for International Development  
Great Masoud Road  
Kabul, Afghanistan

Tel: 202-216-6288 / 0700-108-001  
Email: [kabulusaidinformation@usaid.gov](mailto:kabulusaidinformation@usaid.gov)  
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SOLICITATION NO. 306-09-51/OIEE

1. SOLICITATION NUMBER: 306-09-51/OIEE
2. ISSUING DATE: March 04, 2009
3. CLOSING DATE: April 03, 2009 16:30hrs local time
4. POSITION TITLE: Civil Engineer - Vertical Structure
5. Number of Positions: One
6. MARKETING VALUE: GS-13 (\$70,615 - \$91,801)
7. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN
8. DIRECT SUPERVISOR: USAID Head of the Vertical Structure Group. Office of Infrastructure, Energy and Engineering (OIEE)
9. SUPERVISORY CONTROL: No supervisory controls are expected over staff; however, the Civil Engineer must be able to serve as a Contracting Officers Technical Representative (COTR) and supervise the work of contractors. The incumbent is knowledgeable in the field and thus carries out the work independently, providing technical and intellectual leadership to PASA and FSN staff, other contractors, partners and customers in the development, implementation and monitoring/evaluation of program activities.
10. PERIOD OF PERFORMANCE: One year (12 months) with an option for renewal
11. SECURITY ACCESS: Secret Security Level
12. AREA OF CONSIDERATION: U.S. CITIZENS ONLY

**POSITION DESCRIPTION: CIVIL ENGINEER - VERTICAL STRUCTURE**

**A. INTRODUCTION:**

After decades of war and civil strife, Afghanistan emerged in late 2001 as a fragile state with devastated infrastructure. The extent of destruction of the country's physical, institutional, human and social capital left Afghanistan in dire straits with enormous challenges to both the Islamic Republic of Afghanistan (IROA) and donors with regard to rebuilding of the countries essential infrastructure, especially schools, clinics, hospitals and government buildings.

USAID/Afghanistan remains at the forefront of the U.S. foreign policy agenda. The United States is the largest donor to Afghanistan, and USAID is designated the principal agency for managing U.S. Government (USG) development assistance. With a portfolio valued at approximately \$5.9 billion, the Mission is the second largest USAID program in the world, with comprehensive sector programs in agricultural and alternative development, health, education, democracy and governance, economic development, and infrastructure rehabilitation. USAID also has transitional and special initiatives involving Provincial Reconstruction Teams (PRTs).

The Mission's Office of Infrastructure, Engineering and Energy (OIEE) is the largest technical field office in the Agency. OIEE is responsible for strategic programs in roads and electric power, both of which are key to the achievement of USG objectives in Afghanistan. OIEE also supplies engineering services for construction activities in health, education, and PRTs. OIEE currently manages a portfolio in excess of \$2 billion. Coordination of Afghanistan's infrastructure program is extremely complex and includes the U.S. Military, other USG agencies, other donors, and IROA ministries. The OIEE staff comprises 36 positions, including US Personal Services Contractors (PSCs), US Army Corps of Engineers (USACE) participating agency services agreement (PASA) staff, Third Country National PSCs, and Foreign Service National PSCs.

**B. BASIC FUNCTION OF THE POSITION:**

The incumbent will have the following duties and responsibilities:

The Civil Engineer will be based in USAID Afghanistan Office of Infrastructure, Engineering and Energy in Kabul but at times will be required to travel throughout Afghanistan to assist with site visits and reporting requirements in conjunction with quality assurance and project acceptance inspections for ongoing contracted work. During field visits to work sites, the Civil Engineer will live and work in rustic conditions.

The Civil Engineer will participate in the planning, design and execution of new construction, renovation and improvement projects, providing engineering

SOLICITATION NO. 306-09-51/OIEE

expertise and guidance, analyzing contract plans and specifications to identify problem areas or potential problems with planned construction and activities, and making recommendations to resolve problems. In addition, the incumbent will serve as a Quality Assurance Representative performing contract administrative functions with responsibility for the quality assurance and inspection of construction projects for compliance with plans, specifications, acceptability of materials, methods and workmanship, and required safety and labor law regulations. Projects may include, but are not limited to general vertical construction of schools, college and university facilities, dormitories, health clinics, hospitals, administrative buildings, flood control structures and agricultural support facilities. The Civil Engineer will be housed in OIEE and report to the Head of the Vertical Structures Group.

**C. GENERAL DUTIES AND RESPONSIBILITIES:**

The Civil Engineer will be responsible for tracking contractor performance with regards to projected completion times, the receipt and validation of cumulative project and program costs, gathering all project documentation for contracted work and funded projects, and ensuring the completion of all administrative and reporting requirements. This will include receiving and reviewing field project reports from contractors for completeness, established requirements, and assisting in the development and completion of all in-progress and final project inspection and reporting requirements. The incumbent will develop internal Mission documentation supporting project planning and implementation, such as Action Memoranda and Modified Acquisition and Assistance Documents (MAARDS) and will assist with internal and external reporting to meet USAID/Afghanistan, USAID/W and U.S. Embassy requirements.

The Civil Engineer is required to exercise consistent and superior judgment in managing the implementation of all aspects of his/her work, works with limited supervision, and exercises wide latitude in planning and executing assignments. This includes deciding upon the approaches to be taken, proactively identifying problems before they occur or in early stages of development, resolving problems and conflicts, and meeting deadlines. This position requires experienced situational assessment, interpretation, judgment, and timely decision making. The incumbent must work harmoniously and in close collaboration with other Mission offices, donor organizations, PVO and NGO implementing partners, and mid-level GOA officials.

The Civil Engineer performs a wide range of duties, including consultative, advisory, and monitoring functions; identifying, analyzing, and implementing construction programs and activities; formulating, quantifying and tracking results and performance indicators; providing guidance to implementing partners in making necessary adjustments to program and administrative plans to achieve targeted results; and staying abreast of economic, political and social developments which may affect construction projects, and identifying and assessing their importance and impact on program objectives.

**D. SPECIFIC DUTIES AND RESPONSIBILITIES:**

The incumbent will have the following specific duties and responsibilities:

1. Scheduling and coordinating inspection dates and all logistical and equipment support requirements with contractors and key partners, including Provincial Reconstruction Teams (PRTs), including requests for information, materials, equipment, security personnel, and transportation assets per guidance from OIEE and in accordance with established suspense dates.
2. Assisting in the development, scheduling, and execution of field site, quality assurance inspections by completing documentation of deficiencies noted (both written and photographic) and by completing and submitting reports to higher officials regarding the status of contracted work and in accordance with established designs, engineering practices, workmanship, and safety and environmental protection requirements.
3. Receiving and reviewing field project reports for completeness of established requirements, and completing daily administrative and operational reporting requirements for submission to higher officials.
4. Gathering and reviewing contract documents, project costs and fee estimates, and daily project status reports for contracted work, processing automated program progress and status reports, obtaining and validating original and contractor submitted bills-of-materials, and maintaining and validating a current list of contracted work projects detailing their status and cumulative costs with regards to the status of bills of materials purchased and expended.
5. Tracking and compiling all project reporting and documentation requirements to include the receipt and filing of project designs, as-built drawings, test data, engineering field and analysis reports, all design and contractor bills-of-materials, and all project close out and facility acceptance documentation.
6. Attending all required meetings, scheduled events, and conferences related to assigned program and project activities. This will involve interacting with PRT Commanders, and local government and community officials regarding facility/project completion and modification issues, including inspection, security and logistical support requirements.
7. Anticipating requirements, monitoring operations, taking actions to keep operations on track, managing the flow of information, making timely recommendations, coordinating operations with engineering staff elements, and synchronizing and maintaining the continuity of operations within assigned areas of responsibility.

8. Identifying required actions, making decisions and recommendations, and executing activities as they pertain to assigned areas of responsibility, and providing timely information, assistance, and recommendations to the Head, Vertical Structures.
9. Continuously monitoring operations as well as the actions of outside forces that could potentially disrupt or desynchronize program efforts. This includes working to identify unforeseen obstacles and problems, implementing measures to reduce their effects whenever possible, and reporting problems and recommendations to the Head, Vertical Structures and and the rest of the staff when situations exceed the incumbent's ability to control or influence them.
10. Continuously conduct risk management to identify hazards affecting plans and operations, and recommend control measures.
11. Effectively manage time and resources within assigned areas of responsibility, to include the synchronization of program activities with those of other personnel and supported teams and agencies.
12. Obtaining, providing, and processing input and recommendations from other staff members, and when needed, establish, monitor and control timelines, and identify critical operational events affecting operations.
13. Provide daily input and advice to the Head, Vertical Structures regarding all matters pertaining to proposed, planned, and ongoing contracted work and activities, and the completion of other activities as assigned.

**E. KEY QUALIFICATIONS, SKILLS, AND COMPETENCIES**

The incumbent is expected to exhibit strong engineering and managerial skills needed to support the design and implementation of USAID diverse and challenging infrastructure portfolio, with a focus on the design and construction of schools, clinics, hospitals and government buildings. Incumbent must have proven technical and managerial skills to develop and implement program activities; strong interpersonal skills including demonstrated ability to work collaboratively with a range of professional counterparts. Strong computer skills are desired with work experience utilizing Microsoft Office programs (e.g., Word, Excel, Power Point, etc.) and engineering software. Incumbent must possess:

- ❖ Excellent verbal communication skills, tact and diplomacy and the ability to establish and develop productive working relations with key counterparts, and a high level of trust with public and private organizations;

SOLICITATION NO. 306-09-51/OIEE

- ❖ Excellent written communication skills sufficient to prepare high quality regular and ad hoc reports on program activities and progress, presentations; and,
- ❖ Ability to work effectively in a team environment.

**F. EVALUATION CRITERIA/SELECTION CRITERIA:**

1. **Education: (20 Points)** A Civil Engineering degree from a recognized university is required. Closely related engineering degrees are not as desirable but will be considered. An advanced degree or diploma in civil engineering in addition to an undergraduate degree in Civil Engineering is desirable.
2. **Work Experience: (30 Points)** A minimum of 5 years of pertinent professional experience is required; practicing Civil Engineers (PE) are preferred. Experience in Afghanistan or other high-threat posts is desired. Demonstrated experience in establishing relationships with key public sector, donor and private sector stakeholders is essential. Specific experience in U.S. Government agencies or international donors is highly desirable.
3. **Knowledge: (20 Points)** An in-depth knowledge of international building standards and practices is required. Knowledge of USG policies, regulations, methodologies, and documentation is desired. A good knowledge of Afghan economic and political development is desired.
4. **Skills & Abilities: (15 Points)** Demonstrated expertise in civil engineering - design, management of construction activities and quality assurance is required. S/he must have project management, implementation, design and evaluation skills, and the proven ability to identify problems and develop creative solutions, as well as demonstrated good interpersonal skills. S/he must have demonstrated ability to work effectively in a team environment and to solve problems in a technically-sound manner.
4. **Communication Skills: (15 Points)** Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.

**Maximum Points Available: 100.**

**G. Term of Performance**

The term of the contract will be for one year from on/about May 15, 2009 to on/about May 14, 2010. Within 2 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 13. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

**In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and two Regional Rest Breaks. While you will have to use your Annual Leave or Compensatory time for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. There are 4 destinations for Regional Rest Break - they are: Dubai, New Delhi, Istanbul or Baku.**

Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. PRT sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

**H. General information regarding living and working conditions in Afghanistan**

Life in Kabul, the capital of Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

**I. Medical and Security Clearance**

The selected applicant must be able to obtain a USG top secret level security clearance and a Department of State Class I medical clearance.

**J. Benefits:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting

SOLICITATION NO. 306-09-51/OIEE

the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
  - (2) Living Quarters Allowance (Section 130)
  - (3) Post Allowance (Section 220)
  - (4) Supplemental Post Allowance (Section 230)
  - (5) Post Differential (Chapter 500)
  - (6) Payments during Evacuation/Authorized Departure (Section 600) and
  - (7) Danger Pay (Section 650)
  - (8) Education Allowance (Section 270)
  - (9) Separate Maintenance Allowance (Section 260)
  - (10) Education Travel (Section 280)
- \* Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

**K. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs**

- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility
- AAPD 06-07 AIDAR, Appendix D: Contract budget, salary determination and salary increase
- AAPD 06-01 Medical evacuation insurance
- CIB 01-10 Revision of medical clearance process - PSC with U.S. Citizens
- CIB 01-07 Clarification of the extension/renewal policy regarding PSCs
- CIB 01-05 Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs)
- CIB 00-08 Revision of Competitive Process - PSCs with U.S. Citizens
- CIB 00-03 FICA & Medicare Tax Rates for Personal Services Contracts
- CIB 99-22 PSC Policy
- CIB 98-23 Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
- CIB 98-16 Annual Salary Increase for USPSCs
- CIB 98-14 Change in Required Application Form for USPSCs

SOLICITATION NO. 306-09-51/OIEE

- CIB 98-11 Determining a Market Value for Personal Services Contractors Hired under Appendix D.
- CIB 97-17 PSC's with U.S. Citizens or U.S. resident aliens
- CIB 97-16 Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
- CIB 96-23 Unauthorized Provision in Personal Services Contracts
- CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
- CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
- CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

**L. LIST OF REQUIRED FORMS FOR PSCs:**

For initial consideration:

1. OF-612, signed (**electronic version required**).
2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Contractor Physical Examination (AID Form 1420-62).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86)
5. Finger Print Card (FD-258). \*\* (Available from the law enforcement offices or in USAID/Washington).

**M. APPLYING**

**Qualified individuals are required to submit a U.S government OF-612 form which is available at:**

- 1: <http://www.usajobs.opm.gov/forms.asp>,
- 2: Federal Offices
- 3: or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>

SOLICITATION NO. 306-09-51/OIEE

Applications without completed OF-612 form will not be considered.  
Applicant's CVs should also be included as an attachment.  
All applications should be submitted electronically to e-mail address

[iee0951@usaid.gov](mailto:iee0951@usaid.gov)

Attention: Seetha Chayapathi  
Human Resources Specialist  
USAID/Afghanistan

Applications should only be sent to the e-mail address given above.

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for an interview. Applicants may submit an application against this solicitation at any time but prior to **April 03, 2009**, 16:30hrs Kabul time unless revised. Please note that only short listed candidates will be notified.

List of Required PSC forms outlined below can be found at:

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/forms.html](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html).

1. OF-612
2. Contractor Physical Examination (AID Form 1420-62)
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). Standardized regulations (government civilians foreign areas)

Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**Point of Contact**

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Email: [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov).

**Place of Performance**

Address: USAID/Afghanistan  
U.S. Embassy  
Great Masoud Road  
Kabul, Afghanistan