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AFGHANISTAN

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

SUBJECT: Solicitation No. 306-09-42/OADA for U.S. Personnel Service Contractor (USPSC) **Program Manager-Alternative Development**

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 ada0942@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until March 03, 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 or James Berscheit, Sup. Executive Officer (A), Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jbberscheit@usaid.gov Applications should only be sent to ada0942@usaid.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
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SOLICITATION NO. 306-09-42/OADA

1. SOLICITATION NUMBER: **306-09-42/OADA**
2. ISSUING DATE: **February 04, 2009**
3. CLOSING DATE: **March 03, 2009 16:30hrs local time**
4. POSITION TITLE: **Program Manager - Alternative Development**
5. Number of Positions: **Two**
6. MARKETING VALUE: **GS-14 (\$83,445 - \$108,483)**
7. ORGANIZATIONAL LOCATION OF POSITION: **USAID/AFGHANISTAN**
1. DIRECT SUPERVISOR: **USAID Director of Office of Alternative Development and Agriculture**
8. SUPERVISORY CONTROL: **The incumbent will supervise one FSN employee**
9. PERIOD OF PERFORMANCE: **One year (12 months) with an option for renewal**
10. SECURITY ACCESS: **Secret Security Level**
11. AREA OF CONSIDERATION: **U.S. CITIZENS ONLY**

POSITION DESCRIPTION: PROGRAM MANAGER - ALTERNATIVE DEVELOPMENT

A. BASIC FUNCTION OF THE POSITION:

The Alternative Development Program is a major component of the U.S. Government's assistance to the Islamic Republic of Afghanistan's (IRoA) counter-narcotics strategy. The IRoA is committed to achieving the total elimination of opium production in Afghanistan under a ten-year National Drug Control Strategy (NDCS) that aims at reduction of opium poppy cultivation with a goal of complete elimination by 2013 in areas where alternative development has been made sufficiently available. Achieving this goal requires a multi-faceted, coordinated effort under IRoA direction that focuses on good governance, including the rule of law, extension of state presence into the rural areas, and increased investment to stimulate growth and employment in the rural economy. The Program Manager - Alternative Development position requires professional knowledge and technical expertise in promoting high value but licit agricultural production, economic growth and other avenues of alternative development. Particular skills/experience required include business development skills, particularly agribusiness, agricultural private sector development; an appreciation of the substantive nature of agricultural and economic growth and environmental programs and their interrelationships; civil military relationships, donor coordination and understanding and performance of program/project management and oversight supervision.

B. Duties and Responsibilities

The incumbent will be responsible for:

1. Under the general direction and supervision of the Alternative Development and Agriculture (ADAG) Office Director, or his/her designee, in Kabul, the Program Manager-Alternative Development will manage and resolve technical and implementation issues and programs pertaining to alternative development in Afghanistan. Activities managed include, but are not limited to, business development, agricultural development, private sector development, enterprise development and other economic initiatives centered on expanding the licit economy. The Program Manager- Alternative Development coordinates and integrates USAID field activities within the region assigned which is expected to be one of the Southern provinces of Afghanistan where alternative development funding is concentrated or other provinces as needed. The Program Manager-Alternative Development provides oversight of USAID partners implementing programs in the field; ensures that Mission activities are coordinated with, complementary to, and supportive of the assistance activities of other USAID programs and other U.S. government agencies; and ensure the design and implementation of all USAID activities are coordinated with Afghan counterparts, international organizations and donor activities in Afghanistan.

2. Representation, Coordination, Technical Advice, and Policy Dialogue: The Program Manager-AD represents USAID in her/his assigned region in the ADAG activities including economic development of agriculture, trade, policy, environment, education, and enterprise sub sectors. S/he participates in, coordinates, and manages USAID inputs into alternative development assessments conducted in conjunction with the IRoA, other USG agencies, international organizations, or other donors. The Program Manager-AD establishes and maintains high level contact with the provincial Government officials, international organizations, and other USG representatives in their assigned region.
3. Strategy Development: Provide planning, analysis, evaluation and technical advice and recommendations to the USAID Office of Alternative Development and Agriculture and senior Mission management in Afghanistan, on strategies for alternative development, and the design, management and implementation of alternative development. Tracks and regularly reports on progress toward achieving the goals of the USAID alternative development programs in their assigned region. Participates in the reporting for the Mission Performance Plan; Operational Planning; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation for Afghanistan.
4. Program Management and Oversight: The Program Manager-AD will manage and provide technical guidance on USAID's portfolio of alternative development activities in their assigned region, including: negotiating work priorities; expediting activity implementation matters; identifying and resolving program issues; monitoring that development activities are carried out in a technically-sound, timely, and cost-effective manner; assigning responsibility for program management and implementation actions to FSN staff as appropriate; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements. This will include serving as a Contracting/Agreement Officer's Technical Representative (COTR/AOTR) or 1st or 2nd Alternate COTR/AOTR for one or more multi-million dollar alternative development contracts, cooperative agreements or grants being implemented by US-based contractors/grantees and local and international sub-contractors and grantees. Perform a mentoring role in providing technical advice and recommendations to USAID's partners regarding the design and implementation of alternative development activities planned or being carried out in Afghanistan. This includes chairing workshops and other meetings related to implementation of the ADAG programs. The Program Manager-AD insures the effectiveness of program implementation through monitoring via site visits and review and clearance of technical reports.
5. General Management: The Program Manager-Alternative Development will continuously gather and report on information about the alternative development situation in the assigned region for a variety of audiences

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including USAID/W, US State Department and other USG organizations, US Congress, and for general public information. Provide mentoring, staff development, supervision to one or more Foreign Service National (FSN) professional staff. Prepares and issues necessary internal USAID program implementation documentation for smooth program implementation, including Action Memos, Modified Acquisition and Assistance Request Documents (MAARDS), technical directives and required reporting. Assists with the preparation and submittal of the annual evaluation of contractors' performance as required. Manages all assigned work either independently or, as required, as part of a team according to established Mission policies, practices and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent may participate in the gathering of information for baseline and annual statistics on the progress of the development program. Other aspect of monitoring and evaluation may be required as well. S/he is expected to make independent judgments that can be defended as necessary.

6. The Program Manager-Alternative Development will be stationed at a Provincial Reconstruction Team (PRT) site with other US or coalition government civilian and US or coalition military representatives. He/she will provide direct oversight to an implementing ADAG contractor or grantee who works from offices close to the PRT. Most field bases have a USAID representative that acts as a field program officer or a development advisor with responsibility for assisting with management and implementation of USAID projects. In the case of ADAG, this office has led the efforts for field-based COTRs or AOTRs (until recently known as Cognizant Technical Officers CTOs) that are based in these field units specifically for management of these large ADAG activities. The staff on these bases may include State Department and USDA representatives as well as other international donor representatives and at times local USAID FSN staff. The incumbent will have frequent contact with the Contractor/Grantee and will be fully informed on the activities being implemented. The incumbent will meet with, give briefings to, and provide insight on the progress of the program(s) in the region where assigned.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

1. **Education: (20 Points)** A degree in agriculture economics, international management, business management, or a related field is required. A Masters degree with a minimum of two years of experience in a developing country is required.
2. **Work Experience: (25 Points)** From five to seven years of progressively responsible experience in demonstrating activities that include business development, market-led agriculture and/or business development is required.

3. **Communication: (10 Points)** Fluent English speaking, reading and writing proficiency is required. Must have demonstrated excellent communication skills. Knowledge of Dari or Pashtu is desirable.
4. **Knowledge: (20 Points)** Current professional knowledge of development assistance issues and development approaches. Knowledge of relevant evaluations, assessments and analyses. Demonstrated technical skills related to the design, management and evaluation of development projects in general. Knowledge of understanding the role of feasibility analysis in the identification of development activities is expected.
5. **Skills and Abilities: (25 Points)** The candidate must be able to manage complex development activities under conditions that may at times be physically and socially challenging and/or stressful. Ability to both provide oversight management and analyze achievement of results of a diverse set of activities including business development, agriculture development, and market-led product development. Ability to relate to government officials, professional consultants, US and non-US military colleagues and local and third country nationals. Understanding cultural systems in Afghanistan or in areas similar to Afghanistan is a plus. Demonstrated ability to analyze activities both for technical content and appropriateness to the conditions in the field is required. Demonstrated ability to both independently write quality reports of field activities or constructively edit the work of others is required.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be for one year from on/about April 15, 2009 to on/about April 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 14. 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.

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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.

E. 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.

F. 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.

G. 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 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)

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- (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.

H. 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
- 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

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

I. 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).

J. 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>

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

ada0942@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 **March 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%20bus%20opp/procurement/psc%20solicit/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)

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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.

Place of Performance

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