



USAID | PAKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NO.: 391-08-044

ISSUANCE DATE: SEPTEMBER 10, 2008

CLOSING DATE: 5.00 PM ISLAMABAD TIME ON OCTOBER 1, 2008

OPEN TO: U.S. CITIZENS AND U.S. RESIDENTS ONLY

SUBJECT: USAID/ Pakistan -- Solicitation for U.S. Personal Services Contractor [USPSC]
Economic Growth Advisor – Lahore, Pakistan

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 USPSC services as described in the attached solicitation.

Submissions shall be in accordance with the attached information at the place and time specified and must include signed OF - 612 which is available at the USAID website <http://www.usajobs.opm.gov/forms.asp>, or at Federal Offices. A written statement that responds to the requirements of the position (Education/ Experience required for the position) and applicant's CVs may also be included as an attachment. Incomplete, unsigned applications and late submissions will not be considered.

Any questions regarding this solicitation may be directed to Leila Alikadic, Human Resources Manager, Pakistan phone – 92-51-208-2841 or Rizwana Khan, Human Resources Specialist, Pakistan phone – 92-51- 208-2793, fax – 92-51-287-0310, E-mail: hislamabad@usaid.gov.

The selected applicant must be able to obtain security and medical clearances. The US Citizens should get USG Secret Level of clearance. For Medical Clearances, the US Citizens should be able to obtain Department of State Class 1 Medical Clearance.

Applicants should retain for their records copies of all enclosures which accompany their applications.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: In selecting personnel there will be no discrimination based on race, color, religion, sex, national origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.

Sincerely,

Michael B. Stewart
Supervisory Executive Officer
USAID Pakistan
8100 Islamabad Place
Dulles, VA 20189-8100

LG 9/9/08

U.S. Agency for International Development
Embassy of United States of America,
Diplomatic Enclave, Ramna 5, Islamabad

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ATTACHMENT TO SOLICITATION NUMBER: 391-08-044

SOLICITATION NUMBER: 391-08-044

ISSUING DATE: September 10, 2008

CLOSING DATE: October 1, 2008 (5pm local time)

POSITION TITLE: Economic Growth Advisor,
Office of Economic Growth

MARKET VALUE: \$81,093 – \$105,420 (GS-14). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.

ORGANIZATIONAL LOCATION POSITION: Lahore, Pakistan

DIRECT SUPERVISOR: Office Chief, Office of Economic Growth, USAID/Pakistan

SUPERVISORY CONTROL: Minimum. Incumbent is expected to act independently with little direction.

PERIOD OF PERFORMANCE: The USPSC Contract will be for one year, with possibility of annual extension.

SECURITY ACCESS: USG Secret Level

AREA OF CONSIDERATION: U.S. Citizens and U.S. Residents

POSITION DESCRIPTION:

ECONOMIC GROWTH ADVISOR, LAHORE

A. OVERVIEW:

The United States Agency for International Development Mission to Pakistan (USAID/Pakistan) requires an experienced Economic Growth Advisor with senior-level technical expertise and practical knowledge in program management, acquisition and assistance planning, program design, and monitoring and evaluation. The Personal Services Contractor (PSC) will be responsible for providing the following technical support to the USAID/Pakistan Office of Economic Growth (EG): 1) taking a leadership role with economic development activities in the Lahore area, and as needed, in other parts of the country; 2) manage the implementation of upcoming Empowering Pakistan: Jobs or Pakistan Economic and Applied Research activity; 3) support the implementation of other EG activities that address workforce development, business reform, enterprise development, trade and micro enterprise development, 4) strengthen the ability of the EG office to monitor and evaluate its current activities, including a Cost-Benefit Analysis of various EG activities; and, 5) represent the Mission and the Office in meetings with Implementing Partners, contractors, grantees, the Government of Pakistan (GoP), and other development stakeholders.

B. DUTIES AND RESPONSIBILITIES:

The Economic Growth Advisor will provide leadership support to the Office in the following ways:

1. The PSC will participate fully as a member of the Economic Growth Office in support of the current USAID/Pakistan EG portfolio. This includes activities in small and medium enterprise competitiveness, workforce development, micro enterprise development, agriculture and the energy sector. Activities are carried out by Implementing Partners, both contractor and grantee, and currently include Khushhali Bank, the Pakistan Ministry of Finance, the UN Food and Agriculture Organization, and the South Asia Regional Initiative for Energy (SARI/E). The PSC will serve as Cognizant Technical Officer (CTO) on assigned programs/projects as recommended by the Office Director and as designated by the Contracting Officer. The PSC will keep the Office Director informed and updated on the progress of assigned programs/projects, and will consult prior to making any major decisions affecting the objectives of the programs/projects.
2. The PSC will design or participate fully in the design, start-up and implementation of new Economic Growth programs. In particular, the PSC will take an active role supporting the start-up and implementation of either the new Empowering Pakistan: Jobs (EPJ) or the new Pakistan Economic and Applied Research (PEAR) activity depending on their expertise. The EPJ activity will provide employment training and job placement to Pakistani youth with different education levels through private-sector led programs. The PEAR activity will play a central role in monitoring and evaluating EG activities and other donor or Government of Pakistan (GOP) activities. Additionally the PEAR activity will provide meaningful research to inform GOP decision makers. The PSC will serve as the CTO for either the Empowering Pakistan: Jobs or the PEAR activity, and will be responsible for ensuring efficient and effective implementation.
3. The PSC provide expert guidance to the Office Director and the Office in the monitoring and evaluation of the entire Office EG portfolio. This will include providing guidance and technical direction to the staff managing the current Office portfolio, and will include planning and implementing mechanisms through which the Office can continuously monitor and evaluate future activities. The PSC will brief the Office Director on the progress of all evaluations.
4. The PSC will represent the Office and USAID/Pakistan in meetings with Implementing Partners, the GoP, and other development stakeholders.

C. OTHER SIGNIFICANT FACTS:

1. Reporting Responsibilities

The PSC will receive supervision, policy direction and Guidance from the Office Chief, Office of Economic Growth, located in USAID/Pakistan in Islamabad.

2. Supervisory Controls

The PSC is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the PSC will be cleared by the Office Director, and the Agreement Officer in charge of the subject procurement.

Overall management of the Economic Growth portfolio is done collaboratively in a Team environment, with the PSC participating fully in the process. Specific work plans and anticipated results are developed in consultation with the EG Team. The PSC works independently, providing leadership to others involved in the management of the EG portfolio, and in the development, design, and drafting of the new economic growth programs/projects. The work is reviewed in terms of achievement of established milestones, and the appropriateness of program/project activity focus.

3. Physical Demands

The primary location of work will be the US Consulate in Lahore, Pakistan. Work in the office is expected to be mostly sedentary. Secondary locations will include Implementing Partner offices and field offices, the location of program beneficiaries in rural and in urban areas, GoP departments and offices the offices of bi- and multi-lateral donors and NGOs, and attendance at international conferences and trainings. The PSC may occasionally face challenging living and working conditions while in travel status. The PSC will also face heavy workload and frequent in-country travel is a requirement of the position, and most travel will require USG Regional Security Officer approval and travel in lightly armored vehicles.

D. REQUIRED QUALIFICATIONS:

This is a senior USAID/Pakistan position working independently in Lahore which requires the successful candidate be sufficiently experienced to understand the needs of the Mission and the Office of Economic Growth and to act as professional in mentoring Foreign Service National staff in Lahore.

1. **Education:** Master's degree in economics, economic development, or business or public administration is required. A PhD in one of these concentrations is preferred.
2. **Technical Knowledge:** The successful candidate will be experienced in economic growth, business reform, energy, and monitoring and evaluation techniques, specifically cost-benefit analysis with a practical knowledge of designing USAID programs/projects. The successful candidate will possess comprehensive knowledge of economic development assistance, including the economic growth sector overseas, project management, and knowledge of USAID acquisition and assistance processes. This level of knowledge is required as the successful candidate will have overall responsibility for drafting and finalizing all technical documents required by the assignment. Prior certification to work as a Cognizant Technical Officer (CTO), and qualification to administer obligated funds under USAID contracting instruments, such as grants and contracts is preferred.
3. **Work Experience:** At least seven (7) years of successful work experience, including relevant exposure to work in the Economic Growth field in developing countries. Prior work experience with USG, USAID, or other international donor organizations is preferred. Experience in writing and managing contracts and in administering contracts and budgets is required.

4. Communication skills: The candidate must have excellent and demonstrated English oral and written communication skills; there is no requirement for local language proficiency.

E. EVALUATION CRITERIA:

Selection will be based on the following criteria (**Maximum Points Available: 100**).

Applicants who meet the minimum qualifications will be further evaluated based on the following evaluation factors. Applicants are required to address each of the evaluation criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to each factor.

1. Education (15 Points):

A Master's degree in economics, economic development, or business or public administration is required. A PhD in one of these concentrations is preferred.

2. Work Experience (40 Points):

At least seven (7) years of successful work experience, including relevant exposure to work in the Economic Growth field in developing countries. Prior work experience with USG, USAID, or other international donor organizations is preferred. Experience in writing and managing contracts and in administering contracts and budgets is required.

3. Knowledge, Skills, and Abilities (30 Points):

Demonstrated knowledge and experience in economic growth, SME development, workforce development, business reform, and monitoring and evaluation techniques, specifically cost-benefit analysis with a practical knowledge of designing USAID programs/projects. Demonstrated knowledge of economic development assistance, including the economic growth sector overseas, project management, and knowledge of USAID acquisition and assistance processes. Demonstrated understanding of U.S. foreign/national security policy implications for development assistance in Pakistan. And an in-depth knowledge of issues relating to economic growth in emerging economies.

4. Language (15 Points):

The candidate must have excellent and demonstrated English oral and written communication skills; there is no requirement for local language proficiency. A maximum of two writing samples, of one thousand (1000) words or less may be submitted to support this factor.

F. TERM OF PERFORMANCE:

The term of the contract will be for one year from on/about December 01, 2008 to on/about November 30, 2009. Based upon contractor performance, continued Mission requirements and the continued availability of funds, the contract may be extended annually to a maximum of four (4) more years. 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 Lahore, Pakistan, 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 as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, Lahore has a 25% Post Differential allowance and 25% Danger Pay, housing, and other benefits per USAID regulations. Basic household furnishings will be available in quarters to be provided by USAID. FICA and federal income tax will be withheld by USAID. Pakistan is a no-dependent post.

G. MEDICAL AND SECURITY CLEARANCE:

The selected candidate must be able to obtain a USG SECRET Level Security clearance and Department of State Class I Medical clearance.

H. BENEFITS AND ALLOWANCES:

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 (including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance].

1. BENEFITS:

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

*Note: If a US citizen or US resident (Green Card holder), the Contractor's salary will be subject to employee's FICA and Medicare contribution.

2. 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).

3. FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

I. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

J. LIST OF REQUIRED FORMS FOR PSCs:

Forms outlined below can found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 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). **

** 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.

K. APPLICATION INSTRUCTIONS:

IMPORTANT: All qualified individuals are requested to submit a signed U.S Government OF-612 which is available at the USAID website:

<http://www.usajobs.opm.gov/forms.asp>, or at Federal Offices.

Applicant's CVs may also be included as an attachment.

All applications should be submitted to:

Attention: Leila Alikadic
Human Resources Manager
USAID/Pakistan
C/o U.S. Embassy
Ramna 5
Diplomatic Enclave
Islamabad 44000
Pakistan
hrislamabad@usaid.gov

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and on 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 **October 1, 2008**, unless revised.