USAID | AFGHANISTAN
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: May 05, 2009
CLOSING DATE: June 05, 2009

SUBJECT: Solicitation No. 306-09-76/OD for U.S. Personnel Service Contractor (USPSC) **Field Program Officers**

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 d0976@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until June 05, 2009, 16:30hrs Kabul 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, Deputy Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jberscheit@usaid.gov Applications should only be sent to d0976@usaid.gov and not to any individuals.

Sincerely,

James D. Goodwin
Contracting Officer
USAID/Afghanistan

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

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SOLICITATION NO. 306-09-76/OD

1. SOLICITATION NUMBER:	**306-09-76/OD**
2. ISSUING DATE:	**May 05, 2009**
3. CLOSING DATE:	**June 04, 2009** ***16:30hrs Kabul time***
4. POSITION TITLE:	**Field Program Officers**
5. Number of Positions:	**Multiple Positions**
6. MARKETING VALUE:	**GS-13 ($70,615 - $91,801)**
7. ORGANIZATIONAL LOCATION OF POSITION:	**USAID/AFGHANISTAN**
8. DIRECT SUPERVISOR:	**USAID/Afghanistan, Director of Provincial Reconstruction Team (PRT)**
9. SUPERVISORY CONTROL:	**The position may entails supervision of one USAID Foreign Service National (FSN) staff**
10. PERIOD OF PERFORMANCE:	**The personnel service contract will be for (13 months) with an option for renewal.**
11. SECURITY ACCESS:	**Secret Security Level**
12. AREA OF CONSIDERATION:	**U.S. CITIZENS ONLY**

SOLICITATION NO. 306-09-76/OD

POSITION DESCRIPTION: USPSC FIELD PROGRAM OFFICER

A. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

The Field Program Officer (FPO) will be based in a province of Afghanistan and assigned to one of the 25 NATO or U.S.-led PRTs. The FPO will live and work with other members of the PRT on a small to medium-sized military base, under the security protection of the military element of the PRT. The FPO reports to and receives general guidance from the USAID/Kabul PRT office.

The FPO has three primary functions:

1) Represent USAID/Afghanistan:

The FPO serves as a representative of USAID/Afghanistan in the field and as a catalyst for USAID program interventions in the respective province. He/she is expected to develop productive relationships with USAID technical offices and a comprehensive knowledge of all USAID activities in the province. The FPO is responsible for coordinating with USAID technical offices in Kabul and their associated implementing partners to ensure that the nature and scope of USAID activities is accurately represented in the province. The FPO will NOT manage the Mission's diverse sectoral technical programs per se, but rather assists the USAID Contracting Officer's Technical Representatives (COTRs) with the successful implementation and monitoring of these programs. The FPO is expected to stay abreast of USAID and international development multi-stakeholder plans for the province(s) to which assigned responsibilities, while facilitating coordinated delivery of assistance in the field. In this role, the FPO advances integration and coordination with the reconstruction efforts of other donors, the military, IRoA counterparts and various international organizations in the province. The FPO also supports and coordinates high-level and staff-level visitors from the Mission, the Embassy and Washington; and is responsible for coordinating with the United Nations Assistance Mission for Afghanistan (UNAMA) and other civilian actors in the province.

2) Activity Manager for LGCD:

The FPO serves as a LGCD activity manager at the provincial level, supporting implementation and monitoring of the program. This includes, but is not limited to, the following: providing general oversight of the program on the ground; assisting the Kabul based COTR in setting strategic priorities; collaborating with LGCD implementing partners to conceptualize activities under the four LGCD components and recommend them to the COTR for approval; supporting effective on-the-ground implementation in districts and communities; and conducting regular monitoring and assessment of program performance.

3) Interagency Cooperation at the PRT:

As one of three or four civilian U.S. Government agencies working at the PRT, the USAID FPO plays a critical role in supporting interagency cooperation in the field in collaboration with NATO and/or U.S. forces, and is expected to play a lead role on reconstruction and development issues. At non-U.S. PRTs, this role would include supporting the lead nation's development advisors and political advisors on reconstruction and development issues. Working closely with military and civilian counterparts at the PRT, as well as with the local government and communities, the FPO helps to shape and develop PRT reconstruction and development strategies and activities in the province to ensure maximum integration and impact of development resources. FPOs provide input to PRT military operational planning to ensure that the civilian development priorities and objectives are taken into consideration. Pro-active engagement with USAID Development Advisors on priority setting, problem-solving, and information sharing is an essential part of interagency cooperation. The FPO provides regular analysis on key development issues and events in the province for use in setting PRT priorities and for reporting purposes back to the Embassy and Washington.

B. Duties and Responsibilities

Specific duties and responsibilities include, but are not limited to, the following:

1) Represent USAID/Afghanistan

- Establish and maintain working relationships with appropriate COTRs and staff in USAID/Kabul technical offices and their associated implementing partners in the AOR, other USG agencies, IRoA sub-national government officials and local communities, NATO and U.S. military, as well as UN offices, donors and NGOs. Ensure stakeholders have the appropriate level of understanding, ownership, and participation in USAID programs. Ensure USAID is appropriately represented at relevant functions and meetings.

- Support the effective implementation of USAID programs in the province. Ensure activities are coordinated and integrated to the maximum extent possible among USAID the various programs and with military and other donor activities. Meet on a regular basis with USAID implementing partners in the AOR to discuss implementation strategy, plans, problems, and possible solutions. Articulate and communicate on the state of program implementation, bringing field implementation problems to the attention of the COTR.

- Serve as a primary source of information for civilian and military counterparts regarding USAID activities and strategies in the province. Develop and maintain up-to-date information and comprehensive knowledge

on the state of all USAID and other USG (civilian and military) activities in area of responsibility.

- Handle logistics, prepare materials, and deliver briefings for a wide array of military and civilian, U.S. and non-U.S., governmental and non-governmental visitors to the PRT and/or province.

- Maintain up-to-date official and working electronic and paper files, contact lists, project maps and descriptions, provincial assessments and other kinds of essential information and programmatic documents. Ensure that handover and transition to future FPOs at the PRT is smooth and fully informed.

- Provide input for Mission-wide information needs and documentation such as provincial and sector fact sheets, success stories, briefing papers, project implementation data, Congressional inquiries, the Operational Plan, Congressional Budget Justification, and other information as required.

- Ensure compliance with all administrative and accountability requirements related to USAID office operations in accordance with established policies and procedures provided by the Executive and Financial Management Offices in Kabul. Maintain inventory of all USAID-issued property at PRT.

- Supervise FSN staff at the PRT, including setting work priorities, monitoring performance, providing administrative management, providing professional development opportunities, and completing annual performance evaluations.

2) Activity Manager for LGCD

- Serve as the activity manager at the provincial level for the LGCD program, working collaboratively with the COTR based in Kabul to support program oversight and implementation.

- Develop working relationships to collaborate with LGCD implementing partner(s) in the province to create developmentally sound processes for identifying, coordinating, implementing, monitoring, and certifying completion of LGCD projects.

- Collaborate with LGCD implementing partners in the province to set priorities and identify potential activities under all four LGCD components for recommendation to the COTR. As required, provide input and/or help prepare concept and decision papers, based on the strategic guidance, work plan, and results indicators for the LGCD program.

- Conduct regular monitoring and assessment of LGCD performance. Articulate and communicate to the PRT office and COTR the state of

program implementation, problems to be solved, and program events or milestones.

3) Interagency Cooperation at the PRT

- Serve as one of three civilian USG agencies present at the PRT (USAID, Department of State, U.S. Department of Agriculture). Advance inter-agency cooperation in the field taking the lead on reconstruction and development issues. Pro-actively engage and coordinate with USAID Development Advisors at Regional Commands and Task Forces on provincial priorities, program implementation, civilian-military cooperation, problem-solving, and information sharing.

- Work with military and civilian counterparts to help shape and develop PRT reconstruction and development strategies and activities in the province. Foster maximum integration and impact of development resources.

- Maintain close coordination with elements of the NATO and/or US military in AOR to assure that USAID program activities are coordinated with and enhance those initiated by the military. Provide development expertise and input into PRT operational planning and resource allocation decisions. Create and maintain a USG development strategy for AOR that includes a description of the development challenge, ongoing USAID and other USG programs, and a prescription for further interventions.

- Provide regular written analysis, including a weekly report, on key development issues and events in the province and USAID project implementation events, for use in setting priorities at the PRT and for reporting purposes back to the Embassy and Washington. As required, prepare briefing papers, timely reports and other inputs as required by the Mission Director, Deputy Director, and/or PRT office management.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

1. **Education: (10 Points)** A Bachelors degree or equivalent in foreign affairs/studies, international development, governance, community development, economic development, international relations, social sciences, humanities, business or economics is required.

2. **Work Experience: (25 Points)** Five years of development experience with increasingly responsible project management, project design, project/program development experience is required. Three or more years of this experience with a US Government Agency is highly desirable. Prior experience in a position of similar complexity is desirable. Prior experience with the US interagency process and/or the US military, its structure and operations, is desirable. Previous successful work

experience in Afghanistan or similar post-conflict environments is desirable.

3. **Knowledge (25 points):** Demonstrated knowledge of the concepts, principles, and techniques of international development. A sound experience-based understanding of political, economic and development realities of Afghanistan is preferred. A thorough understanding of major problems faced by development activities and hands-on experience and knowledge of USG strategy and project development, management, and procurement policies and procedures are preferred.

4. **Abilities and Skills (25 points):** Excellent interpersonal, consensus-building and teamwork skills are required to establish and maintain strong contacts with counterparts both inside and outside of USAID, and to effectively explain USAID program policies, objectives and procedures. Demonstrated ability to work independently and exercise sound judgment related to program management, identifying priorities, policy decisions, and finding innovative solutions to problems, while operating in a challenging environment. The applicant should be a self-starter, responsive to client needs, and be able to work calmly, tactfully, and effectively under pressure and in dealing with multiple, simultaneous tasks and/or shifting goals and needs. The position requires an entrepreneurial approach and attitude towards development, promoting interagency cooperation, and surmounting host-country impediments. The full range of computer skills (word processing, spreadsheets, databases, email) must be evident.

5. **Communications Skills (15 points):** Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. The applicant should have demonstrated ability to make oral presentations and prepare written reports logically and persuasively for senior USG officials, military counterparts, other donors, foreign and local government officials, and local communities.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be for thirteen months from on/about August 15, 2009 to on/about August 14, 2010. Within 4 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 bas 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 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.

E. General information regarding living and working conditions in Afghanistan

Kabul the city in east central Afghanistan, capital of the country and Kabul Province. Kabul is on the Kabul River, situated at an elevation of about 1800 m (about 5900 ft) making it one of the highest capital cities in the World. The population is around 1 million people. The nation's chief economic and cultural center, it has long been of strategic importance because of its proximity to the Khyber Pass, an important pass in the mountains between Afghanistan and Pakistan. Manufactures of the city include textiles, processed food, chemicals, and wood products. Kabul 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 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:

- FICA 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

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.

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

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

J. LIST OF REQUIRED DOCUMENTS & FORM FOR CONSIDERATION:

For initial consideration please send the following to the e-mail address provided:

1. Cover Letter
2. Curriculum Vita
3. OF-612

K. APPLYING

Qualified individuals are required to submit a U.S government OF-612 which is available at the USAID website htt://www.usajobs.opm.gov/forms.asp, or at Federal Offices. Applicant's CVs may also be included as an attachment. Applications without the completed OF612 form will not be entertained.
All applications should be submitted electronically to mail box:

ppd0974@usaid.gov
Attention: Seetha Chayapathi
Human Resources Specialist
USAID/Afghanistan

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 **June 05, 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:

htt://www.usaid.gov/procurement bus opp/procurement/psc solicit/forms.html.

1. OF-612
2. Medical History and Examination for Foreign Service (DS - 1843)
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. Note: The selected individual must be able to obtain a security and medical clearance.

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