



# USAID | PAKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NO.: 391-09-019

ISSUANCE DATE: APRIL 17, 2009

CLOSING DATE: 5.00 PM ISLAMABAD TIME ON MAY 8, 2009

OPEN TO: U.S. CITIZENS, U.S. RESIDENTS, AND THIRD COUNTRY NATIONALS (TCN)

SUBJECT: USAID/ PAKISTAN -- SOLICITATION FOR US/TCN PERSONAL SERVICES  
CONTRACTOR - CONTRACT SPECIALIST, ISLAMABAD, 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 US/TCN PSC 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 SF-171 or 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](mailto: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 and Third Country Nationals should be able to obtain employment authorization. For medical clearances, the US Citizens should obtain Department of State Class I Medical Clearance; Third Country Nationals should obtain a Post Medical Clearance issued by the U.S. Embassy Pakistan Health Unit.

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

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: 391-09-019

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ISSUING DATE: April 17, 2009

CLOSING DATE: May 8, 2009 (5 pm local time)

POSITION TITLE: Contract Specialist

MARKET VALUE: \$70,615 – \$91,801 (GS-13). 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: Islamabad, Pakistan

DIRECT SUPERVISOR: Office Chief, Contracting Office, USAID/Pakistan

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

PERIOD OF PERFORMANCE: The US/TCN PSC contract will be for one year, with possibility of annual extension.

SECURITY ACCESS U.S. Citizens: Secret Level  
Employment Authorization for US Residents and Third Country Nationals

AREA OF CONSIDERATION: US Citizens, US Residents, and Third Country Nationals

## **POSITION DESCRIPTION:**

### **CONTRACT SPECIALIST**

#### **A. OVERVIEW AND BACKGROUND:**

This position is located in the Office of Acquisition and Assistance (OAA), USAID/Pakistan. USAID/Pakistan executes programs and projects of a critical and highly politically visible nature. The primary purpose of this position USAID programs throughout Pakistan in the four target sectors of Education, Health, Economic Growth, and Democracy and Governance. This work includes support on all aspects of contract management relating to and affecting USAID assistance programs in Pakistan, including project planning, project design, implementation, and evaluation of programs. The Contract Specialist (the PSC) reports directly to the Contracting Officer. However, the Office usually works as a team in overall support of the Mission.

This position will execute and administer procurements in support of assigned USAID/Pakistan sectoral programs. The PSC will be responsible for planning, developing, carrying out, managing, and advising on procurement and contract management in relation to assistance programs, policy and project planning, design, implementation, performance evaluation and close out. The PSC will participate in projects and project design. The PSC will develop and execute plans for procurement, and provide contract management support, to achieve program objectives.

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

The PSC will provide contracting support to assigned sectoral programs within the Mission's overall portfolio. These sectors currently include: Education, Economic Growth, Health, and Democracy and Governance. Additionally, the PSC will support other USAID/Pakistan Offices as required. The PSC will perform and supervise contract closeout activities as required. In the absence of one or more of the USDH Contract Officers, the PSC will work as required on any acquisition and assistance activities in order to complete the work of the Office. Close interaction to assigned sector Officer and staff as well as the Mission's Program and Financial Management Officers, and substantial ad hoc reporting, is required.

#### **C. DUTIES AND RESPONSIBILITIES:**

##### Procurement Planning:

- Develops long-range plans for new or complex programs. Responsible for procurement planning activities for assigned sector Offices Teams, which may include reviewing and clearing procurement plans and procurement documents and representing the Office of Acquisition and Assistance at program planning meetings.
- Develops acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that serve as models for future major system acquisitions.
- Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps superiors informed of anticipated workload demands.
- As part of the Office of Acquisition and Assistance team, analyzes and collates approved annual procurement plans.
- Identifies within assigned sector programs those significant subsystems, components, equipment and services to be acquired by contract, grant, cooperative agreement, Inter-Agency Agreement, or International Public Organization, or other appropriate mechanism.
- Acts as advisor to program officials in activity planning meetings, and advises program officials on the procurement instruments to be used.

##### Design and Solicitation Processes:

- Collaborates in the development of evaluation criteria and assists in the preparation of statements of work.

- Develops objectives for the program in terms of competition and price range, and constructs on the contractual or assistance vehicle, which includes the use of pricing arrangements, subcontracting policy, set-aside polices, and similar considerations.
- Provides backstopping services to sectoral personnel by advising on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping responsibilities, and resolution of claims.
- Prepares solicitation documents.
- Performs detailed analyses of all elements of cost in contractor proposals. Determines the competitive range and prepares defensible justifications when required.
- Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract.
- Obtains appropriate data from business and technical officials. Issues necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses or subcontracts. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. In the absence of meaningful cost and price information, develops creative approaches to developing the necessary comparative data.

#### Negotiation and Award:

- Serves as lead negotiator responsible for a significant program or for major procurements, which may include several types of instruments.
- Plans, leads, and coordinates the strategy for negotiations with contractors/grantees to develop the award price and terms.
- Prepares the award documents and recommends their execution.
- Negotiates Participating Agency Services Agreements (PASA) and Participating Agency Program Agreements (PAPA) in accordance with statutory and procedural regulations and general agreements with other Federal agencies. Negotiations include prices, terms, special conditions, and amendments. Coordinates PASAs and PAPAs with officials in participating Federal agencies and with Mission officials as necessary.

#### Contract Compliance Monitoring and Administration:

- Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval.
- Ensures that contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs.
- Recommends issuing cure or show-cause notices when the contractor is not in compliance.
- Conducts analysis and prepares required documentation for various contracting actions, including: incremental funding, rate and cost adjustments, redirection of effort, time extension, incorporation of change orders, stop work orders, cure notices or show cause letters, approval of progress payments, final payment to the contractor, and contract closeout.
- Evaluates the adequacy of the awardee's business management systems for areas such as personnel compensation, insurance subcontracting and/or sub-granting procedures, and financial management. Ensures compliance with applicable cost principles, and Cost Accounting Standards and requirements. Performs work associated with the analysis of automated contracting systems, or with providing advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses.
- Reviews grantee's procurement systems and procedures. In response to requests for review by grantees for the purpose of certifying their procurement system and procedures, conducts in-depth on-site evaluations of grantees contracts, contracting procedures, contract planning, competition, cost analysis, organizations, employee qualifications, procurement and contract administration systems, and similar functions.
- Interprets award provisions for awardees and for officials of the agency, and provides appropriate advice and guidance. Advises technical office counterparts and contractors /grantees/recipients on their administration responsibilities contained in the award.
- Anticipates problems and provides advice to project personnel on effective implementation and time frames required.

- Terminates awards for the convenience of the Government or default by the awardee. The incumbent is responsible for the preparation of all documentation necessary to support and defend termination decisions. Negotiates termination claims settlement.
- Resolves audit findings on post-award audits. Responds to protests by researching and developing necessary analysis, documentation, and history. Works with USAID Legal Officers in proposing the Agency position, and Contracting Officer reports to support the Government defense on protests to the Government Accountability Office (GAO).

Other Duties:

- Recommends new or improved processes in a functional area of procurement, e.g., pre-award or price/cost analysis, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation to subordinate contracting activities.
- Responds to protests by researching and developing necessary analysis, documentation, and history. Works with the Legal Officer in preparing the Agency's position and Contracting Officer reports to support the Government's defense on protests to the GAO. Provides ongoing technical advice and recommendations to both contracting and technical office personnel. Acts as a liaison to various offices.
- Recommends, develops, issues, and maintains contracting policies to ensure consistency in implementation.

**D. OTHER SIGNIFICANT FACTS:**

1. Reporting Responsibilities

The incumbent will report to the Office Chief, Contracting Office, USAID/Pakistan.

2. Supervisory Controls

The supervisor provides both general and technical supervision. The supervisor sets the overall objectives of the work as well as the available resources. The incumbent, in consultation with the supervisor, develops specific objectives and priorities. The incumbent independently plans and carries out the work, selecting the approaches and techniques to be used, and informs the supervisor of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

3. Physical Demands

Work in the office is expected to be mostly sedentary, but travel outside Islamabad requires USG Regional Security Officer approval and travel in armored vehicles. Travel to the field is physically demanding, including transport on unpaved roads and rudimentary conditions. On the occasions when the Contract Specialist may interact with conservative tribal members, local culture and customs must be respected. Field trip requirements include wearing conservative attire and respect for local traditions. Travel to areas of security concern, such as the FATA, will always require coordination with the US Embassy RSO to address security concerns prescribed for USG employees.

**E. REQUIRED QUALIFICATIONS:**

To be considered for this position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria, also listed below. Applicants are required to address each of the Selection Criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

- a. At least a Bachelor's degree in public law, accounting, business, or a related field.

- b. The successful candidate will have at least seven (7) years of responsible, progressive work experience in a relevant field, ideally obtained in an Acquisition and Assistance or other procurement organization. Previous experience in an overseas environment is preferred.
- c. Fluency in both spoken and written English. Knowledge of Urdu or Pashto would benefit the applicant.
- d. Capability in Microsoft Office Suite applications, including Word, Excel, PowerPoint, and related logistics software for management, forecasting, etc.
- e. Ability to receive US Government security (or meet facility access) requirements and medical clearances, in accordance with USAID hiring policy

**F. EVALUATION CRITERIA:**

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

- a. Education (15 points):

A Bachelor's degree in public law, accounting, business, or a related field.

- b. Work Experience (25 Points):

Seven (7) years of responsible, progressive work experience in a relevant field, ideally obtained in an Acquisition and Assistance or other procurement organization. Previous experience in an overseas environment is preferred.

- c. Knowledge (25 Points):

A thorough knowledge of contracting principles, laws, regulations, and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts for major development, testing, and/or production: or mastery of a procurement functional area sufficient to provide expert technical leadership and consultation, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation. Familiarity with business strategy and program or technical requirements is required to perform or direct in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

- d. Abilities and Skills (25 Points):

The candidate must possess excellent analytical skills, and be able to work calmly under pressure and manage more than one activity at a time. The candidate must have the ability to exercise tact, discretion, and diplomacy and to maintain strict confidentiality and high ethical standards. Demonstrated ability to analyze and organize large amounts of detailed information in a manageable way; universities and colleges, and recipients of contracts, grants, and cooperative agreements. The candidate must have a working knowledge of computer programs, to include the capability to create spreadsheets, in order to analyze proposed budgets; must have a basic knowledge of commonly found Word Processing programs, Excel, Electronic Mail, and Internet.

- e. Language (10 Points):

Fluency in both spoken and written English is required. Knowledge of Urdu or Pashto is desired.

## **G. TERM OF PERFORMANCE:**

The term of the contract will be for one year from on/about July 2009 to on/about July 2010. 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 Islamabad, 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-13 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, Islamabad has a 20% Post Differential allowance and 35% 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.

## **H. MEDICAL AND SECURITY CLEARANCE:**

The selected applicant must be able to obtain security and medical clearances. The US Citizens should get USG Secret Level of clearance, US Residents and Third Country Nationals should be able to obtain employment authorization. For medical clearances, the US Citizens and US Residents should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance by certified doctor.

## **I. 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.

**J. 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](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)

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

Forms outlined below can be found at

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](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.

**L. APPLICATION INSTRUCTIONS:**

**IMPORTANT: All qualified individuals are requested to submit a signed U.S Government SF-171 or 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 electronically to:

Attention: Leila Alikadic  
Human Resources Manager  
USAID/Pakistan  
C/o U.S. Embassy  
Diplomatic Enclave  
Islamabad, Pakistan  
[hislamabad@usaid.gov](mailto:hislamabad@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 **May 8, 2009** unless revised.