



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 05, 2009  
CLOSING DATE: April 04, 2009

SUBJECT: Solicitation No. 306-09-52/OIEE for U.S/Third Country National  
Personnel Service Contractor (US/TCNPSC)  
**Senior Construction Manager**

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 [iee0952@usaid.gov](mailto:iee0952@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 [iee0952@usaid.gov](mailto:iee0952@usaid.gov) and not to any individuals.

Sincerely,

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

SOLICITATION NO. 306-09-52/OIEE

1. SOLICITATION NUMBER: 306-09-52/OIEE
2. ISSUING DATE: March 05, 2009
3. CLOSING DATE: April 04, 2009 16:30hrs local time
4. POSITION TITLE: Senior Construction Manager
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 Senior Construction Manager 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: U.S Citizens: Secret Level  
Third Country Nationals: Employment
12. AREA OF CONSIDERATION: U.S. OR Third Country Nationals (TCN) CITIZENS

**POSITION DESCRIPTION: SENIOR CONSTRUCTION MANAGER**

**A. INTRODUCTION:**

Afghanistan has been a central U.S. and international foreign policy interest since the 9/11/2001 attacks. USAID is a critical partner in the reconstruction, rehabilitation, and reintegration of Afghanistan into the world community and implementing the 9/11 Commission's recommendation that the U.S. make a long-term commitment to the stability and security of Afghanistan.

USAID has the major role in carrying out U.S. programs for Afghanistan's democratic development, a cornerstone of long-term effort to bring reconstruction across the USAID portfolio, including economic development and providing alternative livelihood options to poppy cultivation, rebuilding a legitimate state governed by the rule of law, and social reconstruction called for by the U.S. strategy and that are essential if the other component of that strategy, the provision of security – that other U.S. agencies lead, is to be achieved and endure. The USAID program in Afghanistan is increasingly seen as the model for similar operations in unstable and/or post-conflict countries, and as such these responsibilities and the policy direction that flow from them are of direct relevance to the highest priority U.S. national and foreign policy objectives.

The Mission's Program is over \$1.7 billion annually.

Although much progress has been made, Afghanistan's infrastructure has not fully recovered from the devastation caused by the ravages of war, utter lack of maintenance and very little investment in physical infrastructure. The road network, on which Afghanistan as a landlocked country largely depends on, is in bad condition. Over 90% of provincial roads and national highways have either earth or gravel surface. Many roads are impassable at specific locations, especially during winter. The results are low traffic volumes, slow traffic and high transport costs that inhibit efficient agricultural production, trade, and delivery of social and government services.

Afghanistan suffers from one of the lowest per capita energy consumption rates in the world (less than 100 kwh per capita), only Chad and Rwanda have lower per capita energy consumption. In Kabul, the electricity distribution system can handle up to 400 MW (after ongoing renovations area completed) which, if fully powered, would supply service to 1.9 million people. By June 2009, the total power supply for Kabul should be about 363 MW (including 150 MW of imported power) or half of the 750 MW needed to serve the four million residents of Kabul. Additional power supply, new distribution systems and improved management of electric utilities is urgently needed in order to support economic growth and job creation.

Afghanistan has the lowest percentage of population served by safe potable water in the world - only 18% of rural population and 43% of urban

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population have access to potable water. As a consequence, Afghanistan has one of the highest, under-five, infant mortality rates in the world, with diarrhea accounting for over 42% of all infant deaths. Sanitation in Afghanistan is also among the worst in the world. Kabul has no municipal wastewater system. Most urban households rely on pit latrines and bucket systems or often no facilities. The lack of adequate sanitation leads to contaminated ground and surface water, and large concentrations of airborne fecal matter, resulting in poor health conditions. The provision of safe drinking water and sanitation will improve the people's health and productivity.

The Office of Infrastructure, Engineering and Energy (OIEE) manages more than \$590 million annually and carries out a portfolio valued at over \$2 billion. OIEE design and implements programs to supply electricity; build roads; supply safe drinking water; and constructs schools, clinics, hospitals, government centers and other facilities. OIEE is responsible for providing technical leadership and managing for results in the infrastructure sector, including building host country capability to maintain critical infrastructure. OIEE programs aim to achieve some of the highest priority objectives of the U.S. Government in Afghanistan. As such, the Office is a frequent interlocutor with Government of Afghanistan Officials, other international donors, senior U.S. and allied military officials, and U.S. Embassy personnel.

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

The Senior Construction Manager provides expert advice and services to support the USAID Afghanistan Office of Infrastructure, Engineering and Energy (OIEE) in planning, implementing, managing, and monitoring the Mission's infrastructure, engineering and energy portfolio. The Senior Construction Manager's major roles are serving as the Cognizant Technical Officer/Project manager for several contracts to implement the \$123.6 million District Centers and Multi-purpose Training Centers Program which 39 buildings located across Afghanistan.

The Senior Construction Manager 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 Senior Construction Manager will live and work in rustic conditions.

The Senior Construction Manager will participate in the planning, design and execution of new construction, renovation and improvement projects, providing engineering 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.

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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 Senior Construction Manager 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 Senior Construction Manager is required to exercise consistent and superior judgment in managing the implementation of all aspects of his/her work, works with minimal 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- to high-level GOA officials.

The Senior Construction Manager 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.

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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 government office buildings and training centers. Incumbent must have proven technical and managerial skills to oversee the design and construction of a wide range of buildings. 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:

- ▶ Proven technical skills in supervising the design and construction of buildings, and
- ▶ Excellent interpersonal skills and the ability to work effectively in a team environment.

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

1. **Education: (15 Points)** A diploma in civil engineering is required or at least seven years experience in construction management.
2. **Work Experience: (30 Points)** A minimum of 15 years of pertinent professional experience of which at least ten years must be at the senior civil engineer level. Three or more years of overseas experience are required with 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 managing energy and environment projects is highly desirable.
3. **Knowledge: (20 Points)** An in-depth knowledge of international building standards and practices is required. Knowledge of USAID policies, regulations, methodologies, and documentation is desired. A good knowledge of Afghan economic and political development is desired.
4. **Skills & Abilities: (25 Points)** Demonstrated expertise in construction management - 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. Demonstrated ability to work effectively in a team environment and to solve problems in a technically-sound manner.
5. **Communication Skills: (10 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 (US Citizens should obtain USG Secret Level and Third Country Nationals should obtain employment authorization) security clearance. US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance and certify it by USG certified doctor.

#### **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 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

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- 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
- 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

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- 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>

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

[iee0952@usaid.gov](mailto:iee0952@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

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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 04, 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