



# USAID | PAKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NO.: 391-08-043

ISSUANCE DATE: SEPTEMBER 10, 2008

CLOSING DATE: 5.00 PM ISLAMABAD TIME ON SEPTEMBER 24, 2008

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

SUBJECT: USAID/ Pakistan -- Solicitation for U.S. Personal Services Contractor [USPSC]  
Education Advisor, Office of Education – 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 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 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. 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

*L 9/9/08*  
U.S. Agency for International Development  
Embassy of United States of America,  
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ATTACHMENT TO SOLICITATION NUMBER: 391-08-043

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ISSUING DATE: September 10, 2008

CLOSING DATE: September 24, 2008 (5pm local time)

POSITION TITLE: Education Advisor, Office of Education,  
Islamabad, Pakistan

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: Islamabad, Pakistan

DIRECT SUPERVISOR: Office Chief, Office of Education,  
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:**

### **EDUCATION ADVISOR, OFFICE OF EDUCATION**

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

The United States Agency for International Development Mission to Pakistan (USAID/Pakistan) requires an experienced Education Advisor, Officer of Education (ED) with senior-level technical expertise and practical knowledge in program/project management, monitoring and evaluation and technical, analytical, and organizational management skills. The Personal Services Contractor (PSC) will be responsible for participating fully within the Office in providing leadership and management to all USAID education programs/projects, that focusing primarily on increasing training and infrastructure to improve the quality of education for females and males through out Pakistan. The PSC will also liaise, with GOP officials, other donors and organizations, and ensuring that USAID/Pakistan is fully engaged with the GOP on its education sector reform agenda. The PSC will serve for a period of one year, with the option to extend for a second year, or longer, subject to availability of funds and continuing need for the position.

Pakistan, an underdeveloped country, has suffered from decades of internal policy disputes and low levels of foreign investment. However, IMF-approved government policies, bolstered by generous foreign assistance and renewed access to global markets, have generated a macroeconomic recovery in recent years. The GoP has made substantial macroeconomic reforms, although progress on more politically sensitive reforms has slowed. While long-term prospects remain uncertain, medium-term prospects for job creation and poverty reduction are the best in many years. The GOP has raised development spending from about 2% of GDP in the 1990s to 4%, a necessary step toward reversing the broad underdevelopment of its social sector. GDP growth, spurred by gains in industrial production, has become less dependent on agriculture. Foreign exchange reserves have reached new levels, supported by robust export growth and steady worker remittances.

Since 1951, the United States Agency for International Development (USAID) has provided over \$7 billion to support Pakistani development efforts. This assistance has strengthened the political, economic, and cultural ties between the two nations. After suspending development aid in 1998, USAID reopened its mission in Pakistan in 2002 to demonstrate its commitment to Pakistan, to tangibly improve the lives of the poor in Pakistan, and to build support for Pakistan's decision to join the international war on terrorism. Pakistan's stability is critical to US foreign policy interests. At least a third of the population lives below the poverty line, making programs to increase their incomes a priority. USAID/Pakistan has focused its program directly on the pressing needs of economic growth, education, health, and governance.

USAID/Pakistan manages the U.S. Government's development program in Pakistan with a budget of approximately \$400 million. In addition, USAID/Pakistan and the USG have provided millions for earthquake relief and reconstruction programs, a sizeable portion of which were channeled through USAID/Pakistan. The Mission portfolio includes a broad range of economic growth, democracy, education, and health activities which require communications and outreach support.

The education program includes both basic and higher education. The program pays particular attention to the underserved districts of Sindh and Baluchistan provinces, and the Federally Administered Tribal Areas (FATA). FY 2008 funding for education alone was in the amount of approximately \$150 Million, and includes programs/projects directed toward basic education, policy reform, teacher training, literacy, public-private partnerships, school infrastructure, higher education in-country, and a US based scholarship program.

Under the leadership of Federal Minister for Education, the ministry has been restructured to improve efficiency. The ministry is also working on revising the national education policy. Similarly, at the provincial level, the Sindh province has initiated a reform support unit to help provide support for policy reform at the provincial level.

Pakistan introduced devolution reforms in 2001, under which districts now have responsibility to plan and implement their education plans. The intent of the devolution process is to improve the decision-making process at the grassroots level, and thereby to improve implementation and accountability. This process has not been smooth due to a lack of delegation of authority, inefficient flow of funds from provincial governments, and lack of institutional capacity at the district level. This issue is of concern to USAID/Pakistan because the basic education program is implemented at the district level. USAID/Pakistan works closely with the federal and provincial education ministries, as well as district education officers.

The PSC is required to possess a high degree of competence, maturity, and well-rounded experience in international education programming, education systems, analysis, leadership, and management.

This scope of work provides a description of expected duties for the Incumbent to serve as the Education Advisor for USAID/Pakistan. The Incumbent will be based in the USAID/Pakistan Mission in Islamabad, Pakistan with travel to different parts of the country and internationally (as approved) working under the supervision of the Office Chief or his/her designee, Education Office.

## **B. DUTIES AND RESPONSIBILITIES:**

The Education Advisor, Officer of Education will provide leadership support to the Office in the following ways:

1. The PSC will participate fully with the Office Chief and Deputy Chief in providing, guidance, and overall direction of the development and execution of USAID/Pakistan-financed activities related to education sector reforms in Pakistan. The PSC will be expected to work independently and with minimal oversight from the Office Chief, based on a general assignment of responsibilities. The PSC will provide a work plan for accomplishing assigned duties and responsibilities, and will be responsible for daily management of assigned mission-critical activities, informing and consulting with the Office Chief and Deputy Chief, Deputy Mission Director, Mission Director, and Embassy Front Office, as necessary. Within the scope of work assigned, the PSC will have considerable latitude in the exercise of their duties, including program/project design, management and evaluation, and the identification and resolution of issues affecting program performance within and outside of the Mission. The PSC will participate in oversight of the design and implementation of all education-related programs/projects; supervise FSN and short-term USPSC staff in implementing and approving programs and activities; confer and negotiate with senior level GOP officials, NGO/PVOs, and private-sector partners; participate in or direct staff participation in meetings with GoP officials, members of international organizations and other donors, private-sector representatives, and others to discuss program/project areas to resolve problems of mutual concern.
2. The PSC will serve as a senior and trusted policy and technical advisor to the Office Chief and Deputy Chief, USAID/Pakistan, and the US Mission to Pakistan on education sector reforms; and will speak for the Mission on technical education matters as required.
3. The PSC will participate fully with the Office Chief and Deputy Chief in providing technical leadership and program implementation oversight to a large number of USAID/Pakistan-funded Implementing Partners, working under contracts, cooperative agreements, and grants. Work will require the PSC to create strong and mutually supportive networks of Implementing Partner organizations to facilitate the exchange of technical information and ideas, to collaborate on cross-cutting issues, to provide effective collaboration with the GOP, and to promote program/project synergies. The PSC will select or develop appropriate systems for monitoring diverse Implementing Partners and activities, for obtaining and reporting on results and possible setbacks, and for initiating programmatic adjustments, when necessary.
4. The PSC will participate as assigned in the supervision of the Office of Education Team staff, which includes four FSN professionals and one FSN assistant. The PSC will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from the entire Strategic Objective (SO) Teams; assist in setting clear individual and Team work objectives; and help ensure that the staff carries those assignments.

5. The PSC will participate in ensuring cost-effective allocation and management of USG resources for all programs/projects under the Mission education strategy. The PSC will assist in providing oversight to ensure that sufficient funds are supported annually in the Congressional Presentation and to USAID/Washington for the education program; that USAID/Washington and USAID/Pakistan allocate funds and provide other administrative support necessary to meet SO program/project needs; that SO programming, budgets, and schedules for obligation and expenditure are well thought-out, and will lead to achievement of the expected results; and, that USAID/Pakistan, Implementing Partner, and Pakistani counterpart organizations funds management procedures and practices comply with USG and USAID regulations and ethics standards.

### **C. OTHER SIGNIFICANT FACTS:**

#### **1. Reporting Responsibilities**

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

#### **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 Chief.

Overall management of the Education 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 ED Team. The PSC works independently, providing leadership to others involved in the management of the ED portfolio, and in the development, design, and drafting of the new Education 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 Embassy Compound in Islamabad, 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 and 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 in-country travel is a requirement of the position, 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 at least initially very independently which requires the successful candidate be sufficiently experienced to understand the needs of the Mission and the Office of Education and to act as professional in mentoring Foreign Service National staff.

1. **Education:** A Master's degree in basic education, higher education, teacher training, and/or social/behavioral sciences is required. Study, perhaps leading to a separate degree in regional area studies, political science, public administration, or a related field is highly desirable. A PhD in one of these concentrations is preferred.

2. **Technical Knowledge:** The successful candidate will be experienced in education reform, early childhood education, and using information technology in education. The successful candidate should possess a comprehensive knowledge of education as a tool of development assistance, including the education sector overseas, project management, and knowledge of USAID acquisition and assistance processes. This level of

knowledge is required as the successful candidate will have responsibility for drafting and finalizing the 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:** The successful candidate will have at least 10 years of experience in supporting similar education reform efforts, related programming, and management. The experience should include such areas as early childhood education, use of information technology in education (to ensure youth possess adequate life skills), and the systemic adoption of reform throughout large governmental institutions. Knowledge of a Ministry of Education and of donor institutional structures is highly desirable. A significant amount of this experience should have been gained from working in developing countries, particularly in the Middle East or with other predominantly Muslim countries. Prior experience in managing contracts and grants, particularly in area of education is strongly preferred.

4. **Communication skills:** Excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents are highly desirable; 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 basic education, higher education, teacher training, and/or social/behavioral sciences is required. Study, perhaps leading to a separate degree in regional area studies, political science, public administration, or a related field is highly desirable. A PhD in one of these concentrations is preferred.

### 2. **Work Experience (40 Points):**

The successful candidate will have at least 10 years of experience in supporting similar education reform efforts, related programming, and management. The experience should include such areas as early childhood education, use of information technology in education (to ensure youth possess adequate life skills), and the systemic adoption of reform throughout large governmental institutions. Knowledge of a Ministry of Education and of donor institutional structures is highly desirable. A significant amount of this experience should have been gained from working in developing countries, particularly in the Middle East or with other predominantly Muslim countries. Prior experience in managing contracts and grants, particularly in area of education is strongly preferred.

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

The successful candidate will be experienced in education reform, early childhood education, and using information technology in education. The successful candidate should possess a comprehensive knowledge of education as a tool of development assistance, including the education sector overseas, project management, and knowledge of USAID acquisition and assistance processes. This level of knowledge is required as the successful candidate will have responsibility for drafting and finalizing the 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.

4. Language (15 Points):

Excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents are highly desirable. There is no requirement for local language proficiency.

**F. TERM OF PERFORMANCE:**

The term of the contract will be for one (1) year from on/about November 1, 2008 to on/about October 31, 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 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-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, Islamabad has a 20% 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](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](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 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 to:

Attention: Leila Alikadic  
Human Resources Manager  
USAID/Pakistan  
C/o U.S. Embassy  
Diplomatic Enclave  
Ramna 5  
Islamabad 44000  
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 **September 24, 2008**, unless revised.