



USAID
FROM THE AMERICAN PEOPLE

PAKISTAN

SOLICITATION NO.: 391-09-020

ISSUANCE DATE: APRIL 23, 2009

CLOSING DATE: 5.00 PM ISLAMABAD TIME ON MAY 15, 2009

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

SUBJECT: USAID/ PAKISTAN -- SOLICITATION FOR U.S. PERSONAL SERVICES
CONTRACTOR [USPSC] – DEVELOPMENT PROGRAM SPECIALIST,
PESHAWAR, 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.

The selected applicant must be able to obtain USG Secret level Security Clearance and 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

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: 391-09-020

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ISSUING DATE: April 23, 2009

CLOSING DATE: May 15, 2009 (5pm local time)

POSITION TITLE: Development Program Specialist,
FATA Development Program

MARKET VALUE: \$83,445 – \$108,483 (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: Peshawar, Pakistan

DIRECT SUPERVISOR: Deputy Director, FATA Development Program,
USAID/Pakistan Peshawar Office

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: U.S. Citizens: Secret Level

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

POSITION DESCRIPTION:

DEVELOPMENT PROGRAM SPECIALIST, FATA DEVELOPMENT PROGRAM (FDP)

A. BACKGROUND:

Pakistan is a Critical Priority Country. The USAID Pakistan Mission is an integral partner with the Departments of State and Defense on the front line of meeting broad strategic USG foreign policy goals. The USAID/Pakistan fiscal year FY-07 program budget in Pakistan amounted to \$489 million, and planned FY-08 funding is at an equivalent level. This contribution is part of an ongoing five-year, US\$1.5B USG commitment of development support to Pakistan that began in FY-05 and encompasses programs in health, education, democracy and governance, and economic growth. USAID is also implementing a four-year, US\$200M reconstruction and development program in response to the October 2005 earthquake that devastated northern Pakistan, killing more than 80,000 people. Finally, USAID has launched a five-year US\$750M FATA Development Program (FDP) that addresses security, political, and development issues in the Federally Administered Tribal Area (FATA), which adjoins Afghanistan.

The USAID/Pakistan Peshawar Office was formally established in FY-08 to program, implement, and monitor the FATA Development Program (FDP). The FDP supports major programs in stabilization, implemented by the USAID Office of Transition Initiatives, livelihoods programs, support to the health and education sectors, and capacity building for FATA institutions. The combined portfolio amounts to over US\$400M, with annual obligations of about US\$150M. The Peshawar Office is led by the SMG Director, FDP, (also serving as USAID/Pakistan Deputy Director for FDP, and reporting to the Mission Director in Islamabad). The Director, FDP is assisted by a Deputy Director, FDP, who is responsible for day-to-day program operations. The incumbent of this position will work under the general supervision of the Deputy Director, FDP, who will provide general guidance, instruction, and support.

B. BASIC FUNCTION OF THE POSITION:

The Development Program Specialist will provide a range of capability to the FDP Program function, including program analysis, budgeting, reporting, monitoring and evaluation, and the establishment and management of systems leading to the successful implementation of new and ongoing programs in the Federally Administered Tribal Areas (FATA).

The Development Program Specialist will work with technical and support personnel from all areas of the FDP, coordinate closely with the USAID/Pakistan Program Office in Islamabad, and will have substantive contact with most or all FDP implementing partners (IPs).

C. DUTIES AND RESPONSIBILITIES:

1. Planning and Budgeting:

The Development Program Specialist works in close collaboration with all technical officers and technical support personnel in FDP, the Specialist will coordinate the planning and drafting of activity design and authorization documents; and will manage the program budget for FDP programs, including the obligation process, SOAG budgets, earmarks, congressional targets, and mortgage and pipeline data. Work will include programming funds for annual obligation, and keeping track of and maintaining the status of the program pipeline, in cooperation with the Office of Financial Management in Islamabad.

2. Monitoring and Evaluation:

The Development Program Specialist will serve as the primary on-site technical authority for Monitoring and Evaluation in the FDP. In performing this role the, Specialist will provide specialized advice, guidance, and expertise to all FDP technical officers in designing monitoring and evaluation policies and practices, preparation of

Performance Management Files, Results Framework and Performance Monitoring Plan development, conducting data quality assessments, and in assuring the quality control for the Performance Table in the Annual Report.

Prior to preparation of the Annual Review, the Specialist will work with all sectors to assess performance management needs in each Sector, and with all IP organizations. The Specialist will work closely with the COTR for the GIS monitoring system contract for FDP, as well as for undertaking other periodic program monitoring. Coordination of the GIS, periodic visits to FDP activities by FSN staff, and completing documentation requirements, will constitute a major portion of the monitoring and evaluation program.

3. Reporting:

The Development Program Specialist prepares the full range of quarterly and periodic reports, obtaining inputs from technical and financial staffs in FDP and in Islamabad, editing materials gathered, and in compiling final draft reports for approval. Obtains periodic reports, summarizing and distributing them to appropriate officials in USAID/Pakistan, the Embassy, and USAID/Washington. This work requires close contact and coordination with technical staffs and IPs.

4. Islamabad Coordination:

The Development Program Specialist will establish and maintain good working relations with program, financial, administrative, and technical staff in USAID/Pakistan, Islamabad, and perform the majority of the FDP workload currently performed in the Islamabad Program Office. Work involves drafting appropriate sections of the CBJ and the Operational Plan, drafting or coordination of all taskers, and preparation of a wide range of correspondence related to the FDP. The Specialist will support the public relations efforts of the DOC section in Islamabad. The Specialist will develop and draft schedules for VIP and other visitors to Peshawar.

Performs other duties as assigned or required.

D. POSITION INFORMATION:

1. Reporting Responsibilities:

The Development Program Specialist works under the direct supervision of the Deputy Director, FDP. The Deputy Director sets the overall assignment objectives, program emphasis, and resources available. The Development Program Specialist and the Deputy Director, in consultation, develop the deadlines, projects, and work to be done.

2. Supervisory Controls:

The Development Program Specialist has a recognized authority in the program office functional areas and particularly, of Monitoring & Evaluation. S/he has complete responsibility and authority to plan, design, schedule, and carry out major projects, studies, or other work – independently. The Development Program Specialist typically exercises discretion and judgment in determining whether to broaden or narrow the scope of work assignments or studies. The Deputy Director makes assignments in terms of broadly defined missions or functions, and provide primarily administrative and policy direction. Completed work is reviewed by the Deputy Director only for potential influence on broad FDP and program policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the technical area of responsibility, and is normally accepted without significant change. Recommendations for new programs, projects, or objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or FDP and Mission priorities.

3. Available Guidelines:

Guidelines consist of broadly stated and nonspecific policy statements, statutes, court decisions, etc., that require extensive interpretation. The Development Program Specialist uses judgment and discretion in determining the intent of, and in interpreting and revising, existing policy and regulatory guidance for use by others within or outside the FDP (e.g., technical experts, Mission and NGO/PVO/IP staffs, and host-country officials). At this level, the

Development Program Specialist is recognized as an authority in the development or and/or interpretation of guidance on development assistance programs and projects, and administration of M&E or other programs and projects.

4. Nature, Level, and Purpose of Contacts:

The persons contacted include persons from outside USAID in moderately unstructured settings. Typical of contacts at this level are those with persons in their capacities as contractors, attorneys, company executives, host-country officials, or representatives of other USG agencies, professional organizations, or organized or ad hoc groups. This level may also include contacts with high-level Agency or program officials, several managerial levels removed from the employee, when such contacts occur on an ad-hoc basis.

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect; representing the USAID Office in Peshawar, as a member of an institutional committee, on controversial topics; justifying the feasibility and desirability of plans or proposals that significantly affect FDP practices, such as corrective action plans or co-funding requirements for programs or projects.

E. MINIMUM QUALIFICATIONS AND EVALUATION CRITERIA:

To be considered for this position, applicants must meet the minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria. 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.

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

1. Education (15 points): A Masters Degree in an appropriate subject such as public administration, international development or economics is required.
2. Work experience (40 points): At least five years of prior work experience working with international organizations in a program specialist function is required. A significant amount of this experience (at least 3 years) should have been gained from working in developing countries. The successful candidate will have experience in program planning and budgeting, monitoring, evaluation, and reporting.
3. Technical knowledge, skills, and abilities (35 points): The incumbent is required to possess an in-depth knowledge of programming principles, concepts, practices, methods, and techniques, and a good working knowledge of monitoring and evaluation techniques as applied to development assistance programs. The knowledge of typical Program Office principles is sufficient to apply new techniques and theories to major programming problems not susceptible to treatment by past methods. The work requires that this knowledge be specific, or related, to the program analysis, budgeting, and reporting required for development assistance programs. Work requires a proven ability to interact with individuals from different backgrounds, cultures, and/or professional status, including high-level officials, and IP representatives. And, work requires a demonstrated record of effective, collegial team-working relationships, and the ability to reach consensus with a wide range of individuals/organizations (e.g., technical experts, public/private sector partners, etc.) in the FDP setting.
4. Communication Skills (10 points): Strong English language technical writing skills are required. Demonstrated ability to process information from a wide variety of sources into cohesive, polished documents and reports is required. The successful candidate will have strong interpersonal skills enabling her/him to establish and maintain strong contacts with counterparts both inside and outside of USAID. Proven ability to exercise tact, cultural sensitivity and diplomacy is necessary for this position. Strong interpersonal, teamwork and cross-cultural skills are required to consistently perform in a complex institutional and multi-cultural environment.

F. TERM OF PERFORMANCE:

The term of the contract will be for one (1) 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 Peshawar, 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, Peshawar has a 30% 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.

G. MEDICAL AND SECURITY CLEARANCE:

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

H. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax (including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance].

1. BENEFITS:

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

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

2. ALLOWANCES (If Applicable)*:

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

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

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

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

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

J. LIST OF REQUIRED FORMS FOR PSCs:

Forms outlined below can found at http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

K. APPLICATION INSTRUCTIONS:

IMPORTANT: All qualified individuals are requested to submit a signed U.S Government 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

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 15, 2009** unless revised.