



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 08, 2009
CLOSING DATE: March 07, 2009

SUBJECT: Solicitation No. 306-09-44/OPPD for U.S./Third Country
Nationals Personnel Service Contractor (US/TCNPSC)
Program Information Manager and Performance Advisor

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 ppd0944@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until March 07, 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 or James Berscheit, Deputy Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jberscheit@usaid.gov Applications should only be sent to ppd0944@usaid.gov and not to any individuals.

Sincerely,

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

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

Tel: 202-216-6288 / 0700-108-001
Email: kabulusaidinformation@usaid.gov
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1. SOLICITATION NUMBER: **306-09-44/OPPD**
2. ISSUING DATE: **February 08, 2009**
3. CLOSING DATE: **March 07, 2009 16:30hrs local time**
4. POSITION TITLE: **Program Information Manager and Performance Advisor**
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/Afghanistan Supervisory Program Officer**
9. SUPERVISORY CONTROL: **Minimal. The incumbent is expected to act independently with little direction.**
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**

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POSITION DESCRIPTION: USAID PROGRAM INFORMATION MANAGER AND PERFORMANCE ADVISOR

A. Background:

USAID/Afghanistan is managing a multi-year portfolio worth over \$6 billion dollars. To ensure quality management and control, adequate performance monitoring and results reporting, the mission has a Program Information Management (PIM) Unit located in the Office of Project and Program Development (OPPD).

The incumbent will serve as the Team Leader of the established PIM Unit based in Kabul, Afghanistan, and have responsibility providing strategic direction for the design and implementation of the Mission's information/data management, performance monitoring and evaluations, and various reporting tools, standards, policies, and data quality and validation methodologies for USAID/Afghanistan's multi-billion dollar portfolio.

B. Basic Function of the Position:

The incumbent will assume the lead role in providing strategic and technical direction on information management and system applications that provide and ensure up-to-date, accurate and reliable information and results reporting for the mission. In this function, extensive work and collaboration with mission management, technical/sector offices, contractors and grantees, USAID Washington, U.S. Embassy Kabul, other U.S. Government Agencies, as well as other donors Afghan counterparts will be required.

In addition, the incumbent may serve in a OPPD backstop officer role to select mission technical offices and provide support pertaining to resource management, strategic planning and program/activity review, as well as performance monitoring, policy and compliance requirements set forth in ADS, Mission Orders, and other rules and regulations. The incumbent will also oversee project(s) managed by OPPD designed to support mission staff and offices in design and implementation of various activities.

The Program Information Manager and Performance Advisor will report to the USAID/Afghanistan Program and Project Development Office Deputy Director. In this role, he/she will oversee the duties of three staff members.

C. DUTIES AND RESPONSIBILITIES:

As the Program Information Manager and Performance Advisor in the PIM Unit, he/she is responsible for leading mission efforts in the re-design and implementation of the new information management system, quality performance and reporting tools, and direct management and oversight of various assigned projects. Given the unique character of the mission and complexity of the task, he/she will work extensively with various staff of USAID/Afghanistan in proposing various approaches ensuring uninterrupted operations of the mission that include Director of Office of Acquisition and Assistance (OAA), Regional

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Legal Advisor (RLA), Office of Financial Management (OFM), Office Directors, U.S. Embassy, USAID Washington, Information Resource Management (IRM), other donors, and U.S. Government Agencies.

More specifically, in this position the incumbent will perform the following:

1. PROGRAM INFORMATION MANAGEMENT

- Directs and/or participates in discussions on strategic planning, program development and implementation of Mission programs to ensure information management, performance monitoring and evaluation, and reporting tools are adequately incorporated and monitored.
- Designs and proposes new strategic and innovative solutions for USAID/Afghanistan in program information management, including, but not limited to, standards that will be utilized in ensuring accurate and reliable information/data gathering and results reporting.
- Advises, proposes and guides introduction of the new information system that could possibly replace "GeoBase" that is currently used by USAID/Afghanistan.
- Develops and proposes mission specific guidance, standards, rules, and regulations related to program information management that are compliant with the Agency regulations.
- The incumbent will serve as the primary USAID/Afghanistan contact for the mission in Afghanistan and other stakeholders on various data and information pertaining to USAID/Afghanistan portfolio.
- He/she will work closely with mission offices and its senior staff such as the Front Office, Development Outreach Communication (DOC) Unit, OAA, OFM, Executive Office (EXO), USAID/Afghanistan Desk, U.S. Embassy, IRM, and other counterparts to ensure adequate and quality information flow and results reporting.

2. PERFORMANCE MONITORING AND EVALUATION (M&E)

- The incumbent will advise mission on upgrades, tools, and corrective actions needed to ensure adequate management and performance operations in order to meet results-based management needs and reporting to various stakeholders.
- The incumbent will introduce various mission-wide tools pertaining to quality performance monitoring and management, including acceptable indicators and data assurance and validation.

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- The incumbent will be required to design and propose innovative approaches for performance monitoring in high threat environments due to the security situation in Afghanistan that does not permit standard performance monitoring approaches and methods.
 - The incumbent will develop Mission policies and practices regarding monitoring and evaluations of activities and ensure that all polices and practices instituted at the mission are compliant with the Agency's rules and regulations. Guidance will be given to Mission staff as well as its grantees and contractors.
 - The incumbent will assume a leading role in continuously ensuring Performance Management Plans (PMPs) and other performance management tools are updated and advise mission staff accordingly on the adequacy and quality of performance tools/indicators (activity level), mission level, Operational Plan, etc.). These updates will include reviewing of contractors and grantees.
 - The incumbent will work in conjunction with the Project Development Unit to manage periodic Mission Portfolio Reviews for the Islamic Republic of Afghanistan, and the US Embassy. He/She will advise senior mission management on issues that require corrective actions.
 - The incumbent will facilitate timely preparation of various Agency, USG, and Congressionally-mandated reports including, but not limited to, the Performance Report and Operational Plan.
 - He/she will work closely with mission offices and its senior staff, DOC Unit, OAA, OFM, EXO, USAID/Afghanistan Desk, U.S. Embassy and other counterparts including contractors and grantees to ensure quality performance monitoring, and accurate and reliable results reporting.
 - He/she will oversee the management of the Mission project(s) managed in OPPD that provide support services to technical offices to enhance the implementation of their projects in areas such as evaluations, assessment, data management, public outreach, conferences, events, etc. The incumbent will ensure that the tasks are undertaken and achieved in accordance with up-to-date annual work plans.
 - The incumbent could serve as alternate CTO on some of the projects managed by OPPD as well as backstop to technical offices as decided by OPPD Deputy Director.
3. Other duties as assigned by the OPPD Deputy Director.

D. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

1. **Education: (20 points)** The successful candidate must have at least a B.A. degree, although a graduate degree in a development field, international affairs, or related area is highly preferable.
2. **Work Experience: (25 points)** At least 5-10 years of experience with international development; strategic planning and implementation of information management systems, technical experience in information technology, performance management, program development and management, and monitoring and evaluation. Experience working in conflict or post-conflict situations is desirable.
3. **Language Proficiency: (10 points)** Good written English and communications skills, and analytical abilities are necessary. Knowledge of Dari and/or Pashto not required, but would be an added plus.
4. **Knowledge: (25 points)** Thorough knowledge of international affairs, U.S. foreign policy; knowledge of developing performance monitoring plans, managing information systems including information/data, reporting tools, standards, policies, and ensuring data quality and validation methodologies. Supervisory experience is strongly encouraged.
5. **Skills and Abilities: (20 points)** The Program Information Manager and Performance Advisor must have a demonstrated ability to exercise sound, independent, professional judgment; mentor junior officers and FSNs; and manage an office of professionals. Should be a self-starter and have a strong background in information management, and monitoring and evaluations. Must be able to work in a fast-paced and sometimes difficult or dangerous environment and have a strong sense of teamwork and interpersonal skills. The incumbent must also have displayed an ability to work collaboratively.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for one year from on/about April 15, 2009 to on/about April 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.

F. 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.

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.

G. 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.

H. 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

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- o Contribution toward Health & life insurance
- 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.

I. 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

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to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less

CIB 96-23 Unauthorized Provision in Personal Services Contracts
CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc

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

J. LIST OF REQUIRED 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).

K. 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

ppd0944@usaid.gov
Attention: Seetha Chayapathi
Human Resources Specialist
USAID/Afghanistan

Applications should only be sent to the e-mail address given above.

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To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for an interview. Applicants may submit an application against this solicitation at any time but prior to **March 07, 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%20bus%20opp/procurement/psc%20solicit/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.

Place of Performance

Address: USAID/Afghanistan
U.S. Embassy
Great Masoud Road
Kabul, Afghanistan