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# AFGHANISTAN

ISSUANCE DATE: February 04, 2009  
CLOSING DATE: March 03, 2009

SUBJECT: Solicitation No. 306-09-43/OADA for U.S. Personnel Service Contractor (USPSC) **Agriculture and Livelihoods 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 [ada0943@usaid.gov](mailto:ada0943@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until March 03, 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 [ada0943@usaid.gov](mailto:ada0943@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  
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1. SOLICITATION NUMBER: 306-09-43/OADA

2. ISSUING DATE: February 04, 2009

3. CLOSING DATE: March 03, 2009 16:30hrs local time

4. POSITION TITLE: Agriculture and Livelihoods Advisor

5. Number of Positions: One

6. MARKETING VALUE: GS-14 (\$83,445 - \$108,483)

7. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN

8. DIRECT SUPERVISOR: USAID Alternative  
Development/Agriculture and  
Environment Team Leader of Office of  
Alternative Development and  
Agriculture

9. SUPERVISORY CONTROL: The incumbent will supervise one  
employee

10. PERIOD OF PERFORMANCE: One year (12 months) with an option  
for renewal

11. SECURITY ACCESS: Secret Security Level

12. AREA OF CONSIDERATION: U.S. CITIZENS ONLY

**POSITION DESCRIPTION: ALTERNATIVE LIVELIHOODS ADVISOR**

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

Under the general direction and supervision of the Alternative Development Team Leader or the Agriculture and Environment Team Leader, or his/her designee, the incumbent will have the following duties and responsibilities:

The Agricultural Development and Livelihoods Advisor provides expert advice and services to support the USAID/Afghanistan (Kabul-based) Office of Agriculture (which is transitioning into the Office of Alternative Development and Agriculture) (ADAG) Team in developing, planning, implementing, managing, and monitoring the Mission's Alternative Development and Agriculture program portfolio. This includes not only the Mission's alternative development and agriculture portfolios but its food aid, disaster, and environment portfolios as well. The Advisor has a leadership role in initiating actions related to strategy, project design approvals, budgeting, implementation, monitoring, analyses, assessments, evaluations and close-out of programs, activities (projects), and/or strategic objectives/operational plans included in the broader ADAG portfolio.

The Agricultural Development and Livelihoods Advisor is expected to serve as necessary on the Agribusiness and Environment (AE) Team or the Alternative Development (AD) Team as mission priorities and staffing requirements dictate. The AE team oversees the projects, programs and activities that are focused on traditional agricultural development (national value-chain development activities, water, veterinary development, high-value crop promotion, etc.) and environment (watershed management, reforestation, wildlife biodiversity protection, capacity building) programs. The AD team focuses on those areas of the country where poppy is currently or in recent past been a problem. The AD teams focus on promoting high value but licit agricultural production, economic growth, farm and market infrastructure development (feeder roads, irrigation repair, etc.) and other avenues of alternative development. Thus the particular skills/experience required for work with either the AD or AE Teams include business development skills, particularly agribusiness, agricultural private sector development; an appreciation of the substantive nature of agricultural and economic growth and environmental programs and their interrelationships; civil military relationships and understanding and performance of program/project management and oversight supervision.

The incumbent shall monitor activities and be responsible for implementation of the assigned AE and/or AD activities by guiding, coordinating and managing the human and financial resources assigned to achieve planned results in agricultural development, agribusiness, development of alternative livelihoods, environmental protection and rehabilitation, trade promotion, job and sales creation and other activities such as these related to both AE and AD work. S/he will play a lead role in technical discussions with the Islamic Republic

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of Afghanistan (IRoA), non-governmental organizations (NGOs), Ministries associated with production and marketing of agricultural products including the Ministry of Agriculture, Irrigation and Livestock, Ministry of Public Works, Ministry of Reconstruction and Rural Development, Ministry of Commerce, the private sector, US Private Voluntary Organizations (PVOs), US Cooperating Agencies, and other donors. S/he is expected to be entrepreneurial, resourceful, and innovative to identify and encourage promising initiatives and leverage donor funds. A major portion of time will be spent managing the parts of the ADAG portfolio as assigned and ensuring all Monitoring and Evaluation (M&E) indicators are met for these activities. The advisor will be a Contracting Officer's Technical Representative (COTR) or Agreement Officer's Technical Representative (AOTR) (formerly Cognizant Technical Officers, CTOs) on one or more activities or programs to be determined after hiring. S/he will also be expected to serve as Alternate COTR/AOTR and 2<sup>nd</sup> Alternate COTR/AOTR as necessary given staff leave schedules and staff shortages. The incumbent will be provided training on USAID COTR/AOTR responsibilities and procedures as well as certification in these qualifications. The individual must be able to independently carry out the functions of this position, based on general procedural guidelines and strategic/policy direction from her supervisor.

**B. Duties and Responsibilities**

Specific activities include, but are not limited to, the following:

**1. Serves as Technical Specialist**

Articulates and communicates to the Mission management team the state of project implementation, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. Identifies, distributes, and balances workload and tasks among projects for contractors and awardees in accordance with established workflow, skill level, and/or occupational specialization. S/he makes adjustments the workload of local staff (Foreign Service Nationals-FSNs) and other assigned staff in accordance with established priorities to ensure timely accomplishment of assigned team tasks. Monitors and reports on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines, and quality have been met. Prepares reports and maintains records of work accomplishments, administrative information and project working files and official files, as required. S/he coordinates the preparation, presentation, and communication of work-related information to the supervisor and when required to Mission Management, the Embassy, the IRoA and others as assigned by the supervisor. Estimates and reports on progress in meeting established milestones and deadlines for completion of assignments, projects, and tasks. Ensures all contractors and awardees under her oversight are aware of and participate in planning for achievement of program goals and objectives. Resolves simple, informal complaints of supervised employees and refers others, such as formal grievances and

appeals, to the supervisor or an appropriate management official. Informs the supervisor of performance management issues/problems and recommends/requests related actions, such as: assignments, reassignments, promotions, peer reviews, performance appraisals, and awards.

Advises ADAG and Mission management, individual technical officers, and other staff regarding issues affecting ADAG agriculture, alternative development and livelihoods, environment and other sector programming, planning, development, budgeting, procurement (acquisition and assistance), implementation, monitoring, managing for results, and close-out of ADAG development assistance activities in Afghanistan. The incumbent provides formal and informal training to staff in areas of his or her expertise.

**2. Program/Activities Development and/or Management Work**

Plans and designs mission-specific activities under established and/or proposed program objectives. Identifies and implements necessary actions related to implementation, monitoring, and evaluation of agriculture and environment related business, commercial, industrial, micro-industrial and development programs and projects related to provision of alternative livelihoods in the agriculture and related agribusiness sectors. Designs and/or manages the development of agriculture-specific programs, within the business, commercial, industrial, micro-industrial and agricultural development area, identifies actions related to program/project implementation, monitoring, and evaluating activities under established and/or proposed strategic/operational plans. Promotes production and trade of agricultural and agriculture-related commodities; development of effective environment programs (biodiversity support, reforestation, etc.). Leverages donor funds by identifying opportunities based on private sector needs and IRoA support actions. Provides analytical leadership and contributes to Mission strategy development to enhance the long-term impact of the USAID agriculture investments. Exercises independent judgment and applies broad technical knowledge of agricultural business conditions and trends in preparing or assuring preparation of implementation documents, concept and decision papers, briefing memoranda, authorizations, and Congressional Notifications. S/he assists the Mission in advancing the state-of-the-art of value-chain development and business discipline, and in improving approaches in activity management. Designs and participates in broad business, commercial, industrial, micro-industrial and agricultural development and environmental assessments, and participates in results framework development and review. Presents and defends positions, as required, before annual strategy/Operational Plan and closeout plan reviews. S/he provides guidance to Program Objective Teams, SO Teams, and/or other groups. Coordinates information and builds consensus from various organizations involved in the preparation and approval of various documents. S/he provides leadership for the design, development, and implementation of the Mission's performance monitoring system. S/he will work with relevant non-USAID entities to develop practical information tracking systems. Assists in the verification

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baseline data and helps to analyze data collected. S/he assists in program procurement planning so that results are achieved in a timely manner. Monitors AE and/or AD sector portfolios consisting of bilateral projects/activities and programs, intermediate results and sub-programs through the development, implementation and close-out stages. While advising others on specific strategic objectives, intermediate results, and projects/activities:

- a) S/he participates/leads mission teams through the conceptual design of activities (projects), amendments and related job orders;
- b) Participates/leads mission teams and/or arranges the review of proposals for new activities;
- c) Identifies technical issues for the results framework and drafts significant contributions to USAID's Operational Plan preparation for Afghanistan;
- d) Reviews program, activity (project), strategic objective, and intermediate results proposals, and amendments to ensure adherence to approved Bureau and Mission strategy and policies. Makes recommendations for further actions if indicated;
- e) Serves as team-member for the design and development of proposals for programs, activities (projects), feasibility studies, evaluations, analyses, and the like. Collaborates with senior mission management other staff to identify and arrange for services of experts to assist with these efforts;
- f) Convenes and leads meetings as needed to address ADAG activity (project), program, budget, strategic objective, and intermediate results issues; prepares agenda and minutes as required; and
- g) Serves as a team member in the preparation of close-out assessments and actions as needed for activity phase-out in Afghanistan.

**3. Contracting/Agreement Officer's Technical Representative (COTR or AOTR)**

**/Monitors Contractor's Performance**

Independently reviews contractor/awardees performance through site visits, correspondence, and telephone conversations for completion of applicable contract clauses, e.g., small business, patent rights, labor laws, and progress reports. Recommends issuing cure or show cause notices when the contractor is not in compliance. Conducts contract or agreement reviews to evaluate performance. Monitors contractor/grantee activity through personal contact or review to assure compliance with technical, financial, delivery, and other terms of the contract, cooperative agreement or grant. Reviews official agreement files to ensure no pending administrative action; agreement is complete in every aspect and ready to close, and to obtain approval of all closeout documentation. S/he prepares as necessary contractor and grantee guidance pertaining primarily to program assistance. Approves and provides oversight on annual work plans, life of

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project work plans, monitoring and evaluation (M&E) plans, and reports as required. Following contract award is responsible for monitoring all the phases of award and closing. This includes:

- a) monitoring the contractor's technical progress, including the surveillance and assessment of performance and recommending to the contracting officer changes in requirements;
- b) interpreting the statement of work and any other technical performance requirements;
- c) performing technical evaluation as required;
- d) performing technical inspections and acceptances required by the contracts; and
- e) assisting in the resolution of technical problem.

As COTR/AOTR, the incumbent will be the technical representative of the Contract/Award officer. S/he will provide both oversight as well as direction on meeting the goals of the programs, modification of programs as required, reporting to the office of contracts and ADAG on the status of the work and the quality of the performance. When required, the COTR/AOTR will recommend modification to the work plans; changes in the contractor/grantees team; and other remedial actions required to meet the goals expected by USAID. The COTR/AOTR will issue technical directives in accordance with FAR/ADS requirements for substantial, official communications. The COTR/AOTR will maintain working COTR/AOTR files for each activity s/he manages and will periodically review the official files for each activity. As monitoring and evaluation are basic requirement of USAID management, the COTR/AOTR will closely evaluate the results, benchmarks, and milestones in the M&E plan. The COTR/AOTR will insure that the USAID required indicators from the Strategic Objective/Operational Plan are included and reported on in the M&E plans. S/he performs other similar and related duties as required and assigned by his/her supervisor.

**C. EVALUATION CRITERIA/SELECTION CRITERIA:**

- 1. Education: (20 Points)** A degree in agriculture, agricultural economics, international business management, or a related field is required. A Masters degree with a minimum of two years of experience in a developing country is required. Experience in post-conflict environments situations preferred.
- 2. Work Experience: (25 Points)** From five to seven years of progressively responsible experience in demonstrating activities that include business development, market-led agriculture, value-chain development and/or business development is required.

- 3. Communication: (10 Points)** Fluent English speaking, reading and writing proficiency is required. Must have demonstrated excellent communication skills. Strong operational, analytical, managerial, and computer skills are required, including ease and skill in using word processing programs, spreadsheet applications, email, the internet, familiarity with Windows applications, and in particular proficiency with Microsoft Word and Excel as well as ability to edit basic PowerPoint presentations as and when needed. Knowledge of Dari or Pashtu is desirable.
- 4. Knowledge: (20 Points)** Current professional knowledge of development assistance issues and development approaches. Knowledge of relevant evaluations, assessments and analyses. Demonstrated technical skills related to the design, management and evaluation of development projects in general. Knowledge of understanding the role of feasibility analysis in the identification of development activities is expected.
- 5. Skills and Abilities: (25 Points)** The candidate must be able to manage complex development activities under conditions that may at times be physically and socially challenging and/or stressful. Ability to both provide oversight management and analyze achievement of results of a diverse set of activities including business development, agriculture development, and market-led product development. Ability to relate to government officials, professional consultants, US and non-US military colleagues and local and third country nationals. Understanding cultural systems in Afghanistan or in areas similar to Afghanistan is a plus. Demonstrated ability to analyze activities both for technical content and appropriateness to the conditions in the field is required. Demonstrated ability to both independently write quality reports and constructively edit the work of others is required.

**Maximum Points Available: 100.**

**D. 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. Given the current situation in Afghanistan, the continued issues of poppy cultivation, agricultural systems still recovering from years of civil unrest destruction of basic marketing infrastructure, deforestation, and agriculture history of food security crises resulting from either drought or insecurity as well as several new and ongoing multi-year awards, it is anticipated that the need for continued services of an agriculture and livelihoods advisor as described herein will continue for several years. The contractor should be available to start as soon as possible, subject to appropriate medical and security clearances.

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This position has been classified at a U.S. Government GS 14. 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.

#### **E. 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.

#### **F. Medical and Security Clearance**

The selected applicant must be able to obtain a USG top secret level security clearance and a Department of State Class I medical clearance.

#### **G. 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.

**H. 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>

**I. 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).

**J. 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

[ada0943@usaid.gov](mailto:ada0943@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 **March 03, 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](mailto:schayapathi@usaid.gov).

**Place of Performance**

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