



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 21, 2009  
CLOSING DATE: February 20, 2009

SUBJECT: Solicitation No. 306-09-36/OIEE for U.S. Personnel Service  
Contractor (USPSC) **Energy Team Leader**

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 [iee0936@usaid.gov](mailto:iee0936@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until February 20, 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 [iee0936@usaid.gov](mailto:iee0936@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](mailto:kabulusaidinformation@usaid.gov)  
<http://afghanistan.usaid.gov>

SOLICITATION NO. 306-09-36/OIEE

1. SOLICITATION NUMBER: **306-09-36/OIEE**
2. ISSUING DATE: **January 21, 2009**
3. CLOSING DATE: **February 20, 2009 16:30hrs local time**
4. POSITION TITLE: **Energy Team Leader**
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 Energy and Water Division  
Chief. Office of Infrastructure,  
Energy and Engineering (OIEE)**
9. SUPERVISORY CONTROL: **The incumbent will directly  
supervise five PSC, PASA, and FSN  
professional staff**
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: ENERGY TEAM LEADER**

**A. INTRODUCTION:**

After decades of war and civil strife, Afghanistan emerged in late 2001 as a fragile state with devastated infrastructure. The extent of destruction of the country's physical, institutional, human and social capital left Afghanistan in dire straits with enormous challenges to both the Islamic Republic of Afghanistan (IRoA) and donors with regard to rebuilding of the countries essential infrastructure. To illustrate the level of destruction, pre-war records indicate that access to electricity was in the region of 13-15 percent in 1980. Immediately after the war in 2002, only 4-6 percent of the population had access to electricity and that too for only a few hours a day. The total installed capacity, which in 2002 was 767 MW, was operating at less than 50 percent of its capacity due to the destruction, neglect and lack of maintenance resources.

The Afghan energy sector is largely state owned and operated, though there are a few small mostly informal private producers. The institutional arrangements in place to support the sector include strong central government planning and budget functions, 11 state owned enterprises (SOEs) and three budgetary units operating under federal ministry units that include regional departments conducting sector operations throughout the country.

Stability in Afghanistan is essential to economic development, and energy is the single most important input to revitalizing the economy and demonstrating to the people of Afghanistan that conditions are improving. Lack of access to reasonably priced, modern energy services, especially electricity, impedes economic development and social welfare improvements; constrains the ability of the national government to operate efficiently; limits the ability of business and industry to function productively and grow; and constrains the efficacy of schools, health facilities and other social service institutions and facilities. Unreliable or unaffordable energy supply is the number one issue mentioned by existing businesses for not paying their taxes and is also an important issue hampering investment in new businesses. The lack of access to basic energy services also has political repercussions, as citizens increasingly demand improved access to electricity, and see its cost and reliability as a major indicator of government performance. Afghanistan has one of the most deficient power sectors in the world in 2008. There is approximately 464 MW of operational generating capacity out of only 770 MW of installed capacity. Approximately 10 percent of Afghan residential customers have access to electricity. This is down from 12 percent in the 1980s and is lower than projected for 2007. This is due primarily to the fact that expansion of supply availability has not kept pace with population growth.

USAID's mission in the energy sector is to support the rapid transition of every electric power system component in Afghanistan - generation,

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transmission and distribution - which significantly deteriorated during the Taliban years due to neglect, grossly insufficient investment and revenues, and war damage and to promote private sector investment in the energy sector.

USAID/Afghanistan:

USAID/Afghanistan remains at the forefront of the U.S. foreign policy agenda. The United States is the largest donor to Afghanistan, and USAID is designated the principal agency for managing U.S. Government (USG) development assistance. With a portfolio valued at approximately \$5.9 billion, the Mission is the second largest USAID program in the world, with comprehensive sector programs in agricultural and alternative development, health, education, democracy and governance, economic development, and infrastructure rehabilitation. USAID also has transitional and special initiatives involving Provincial Reconstruction Teams (PRTs).

The Mission's Office of Infrastructure, Engineering and Energy (OIEE) is the largest technical field office in the Agency. OIEE is responsible for strategic programs in roads and electric power, both of which are key to the achievement of USG objectives in Afghanistan. OIEE also supplies engineering services for construction activities in health, education, and PRTs. OIEE currently manages a portfolio in excess of \$2 billion. Coordination of Afghanistan's infrastructure program is extremely complex and includes the U.S. Military, other USG agencies, other donors, and IROA ministries. The OIEE staff comprises 24 people, including US Personal Services Contractors (PSCs), US Army Corps of Engineer (USACE) participating agency services agreement (PASA) staff, Third Country National PSCs, and Foreign Service National PSCs.

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

The incumbent will have the following duties and responsibilities:

The Energy Team Leader (ETL) serves as the de-facto deputy division chief of OIEE's Energy and Water Division (EWD). S/he co-leads a portfolio encompassing activities valued at about \$1 billion, as well as substantial funds leveraged from other donors. The OIEE team maintains a wide network of partners among government institutions, development banks, other donors, and non-governmental organizations (NGO) both in the U.S. and Afghanistan. In addition to overall program management, the ETL's specific responsibilities include oversight of USAID's largest electric power infrastructure program worldwide, and serving as the alter-ego to the Division Chief in leading the 11-member EWD as well as an extended contractor team comprising dozens of expatriate and local professionals. S/he directly supervises five senior onsite participating agency service agreement (PASA) and FSN employees, and provides oversight to several institutional contractor teams. S/he serves as Acting Energy and Water Division Chief in the absence of the USDH Division Chief, and works closely

with the OIEE Director, Deputy Mission Director, Mission Director and other senior members of the USAID and Department of State (DOS) Embassy team. The ETL interacts regularly with senior IRoA officials on policy and programming issues, and represents the USAID Mission at major events throughout Afghanistan, the region, and the U.S.

### **C. Duties and Responsibilities**

The ETL co-manages with the EWD chief the power sector capital project program, electricity distribution reforms, renewable energy activities, water sector programs, and other related energy and natural resources activities. The ETL is required to provide accurate and informed advice to Mission Management and key counterparts on the full range of energy and water sector issues, with particular emphasis on both policy reforms and implementation. S/he requires a depth of expertise that enables her/him to provide leadership in these technical and policy reform areas to Mission Management, PASA and Foreign Service National (FSN) staff, partners and counterparts, and customers. Key counterparts and customers look to the ETL to present viable and relevant policy options to address the complex and often conflicting array of energy and water sector issues relevant to the Mission's energy and water sector strategies. In addition, the ETL:

- ❖ Provides substantive conceptual and technical leadership in the design of new USAID programs in Afghanistan's energy and water sectors. This includes, but is not limited to: (1) participating in senior level discussions relating to the energy and water programs, policies, and future directions; (2) evaluating programs in relation to the country's needs and identifying areas and activities that would promote objectives of both the Mission and the IRoA; (3) identifying achievable development results in collaboration with USAID customers; (4) establishing dialogue with and obtaining/maintaining support from partners, customers, and stakeholders; (5) obtaining USAID/Washington agreement on development results and related financing; and, (6) obtaining Mission-level approvals for initiating development activities.
- ❖ Ensures the acceptable performance and completion of contract scopes of work (SOWs), terms of reference (TORs), work plans, delivery orders, budgets, and specifications by short- and long-term technical advisors as well as by institutional contractors. Periodically visits project sites and writes reports with observations and recommendations.
- ❖ Provides key input to the EWD's results reporting process, including indicator development and performance monitoring of the entire energy and water portfolio. Coordinates submission of the EWD's input to the Operational Plan, including ensuring timely submission of all required data, compilation of tables, and drafting and finalization of the report text.

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- ❖ Shares EWD administrative management responsibilities with the EWD Chief, including personnel operations, staff training and career development.
- ❖ Carries out other job related duties as assigned. The ETL will be responsive to all reasonable Office and Mission management requests for advice and technical assistance within the scope of the individual's competence.

**D. KEY QUALIFICATIONS, SKILLS, AND COMPETENCIES**

The incumbent is expected to exhibit strong intellectual and conceptual skills to overcome regulatory, policy and operating constraints as needed to advance USAID energy sector goals in Afghanistan; strong management skills to develop and implement program activities; strong interpersonal skills including demonstrated ability to work collaboratively with a range of professional counterparts at all levels to successfully advocate policy reforms with high level officials from a range of cultural backgrounds. This challenging position demands superior written and oral communication skills including the ability to meet tight deadlines with concise documents and verbal interpretation. Strong computer skills are desired with work experience utilizing Microsoft Office programs (e.g., Word, Excel, Power Point, etc.).

The electric power and water sectors have been identified by USAID as essential and key strategic programs for reform in Afghanistan. The incumbent must possess a demonstrated capability to plan, design, and implement reform-oriented activities. In this capacity, the incumbent must demonstrate an in-depth knowledge of the institutional, regulatory, policy and technical issues governing the energy, power, and water sectors in Afghanistan.

The successful candidate must be able establish and maintain contacts with appropriate counterparts in the IRoA, donor organizations, bilateral agencies and private sector organizations. Strong management skills are required to develop and implement program activities involving technical assistance, training, and commodity procurement. Administrative skills are required to oversee and evaluate the performance of multi-disciplinary teams of technical advisors, institutional contractors, and other implementing partners.

The successful candidate must possess the ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports as needed to assist in project development and implementation efforts. The ETL must be able to recognize significant trends in collected data and to bring these to the attention of superiors in a timely fashion. S/he must possess skill in operating various computer software programs needed to compile and analyze data.

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The successful candidate will also demonstrate:

- ❖ In addition to a strong technical background, demonstrated project development and management skills;
- ❖ The strong intellectual and conceptual skills needed to develop strategies to overcome legal, regulatory and operating constraints, as needed to accomplish USAID goals and objectives in Afghanistan's complex energy and water sectors;
- ❖ The ability to quickly establish her/his technical bona fides with key policy makers;
- ❖ Capability to design and implement major advocacy programs in support of USAID's energy and water policy agenda;
- ❖ The ability to coordinate USAID's energy and water agenda with those of other bilateral and multilateral development assistance agencies;
- ❖ Excellent verbal communication skills, tact and diplomacy and the ability to establish and develop productive working relations at the highest level, and a high level of trust with public and private organizations;
- ❖ Excellent written communication skills sufficient to prepare high quality regular and ad hoc reports, presentations, activity documentation and briefing papers; and,
- ❖ Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters.

**E. EVALUATION CRITERIA/SELECTION CRITERIA:**

1. **Education: (15 Points)** An advanced degree in engineering, energy, resource economics, or environmental management, or a related technical area is required.
2. **Work Experience: (35 Points)** A minimum of 8 years of pertinent professional experience of which at least five years must be at the project and/or program management level. Three or more years of overseas experience are required. Experience in Afghanistan or other high-threat posts is desired. Demonstrated experience in establishing relationships with key public sector, donor and private sector stakeholders is essential. Specific experience in U.S. Government agencies or international donors managing energy and environment projects is highly desirable.

3. **Knowledge: (20 Points)** An in-depth knowledge of the concepts, principles, techniques, and practices of a professional field in or directly related to energy (e.g., electricity), water resources management, and environmental management is required. Knowledge of USG policies, regulations, methodologies, and documentation is desired. A good knowledge of Afghan economic and political development is desired.
4. **Skills & Abilities: (15 Points)** Demonstrated project development and management skills are required. Strong intellectual and conceptual skills needed to develop strategies to overcome legal, regulatory and operating constraints, as needed to accomplish USAID goals and objectives in Afghanistan's complex energy and water sectors are required. The capability to design and implement major advocacy programs in support of USAID's energy and water policy agenda is needed. The Candidate should have proven managerial experience, with the ability to lead, train and supervise. The candidate must possess the ability to analyze, conceptualize and exercise sound judgment. S/he must have project management, implementation, design and evaluation skills, and the proven ability to identify problems and develop creative solutions, as well as demonstrated good interpersonal skills. Demonstrated ability to work effectively in a team environment and the ability to achieve consensus on policy, project and administrative matters is required.
4. **Language Proficiency and Writing Skills: (15 Points)** Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations at the highest level are needed. Excellent English written communication skills sufficient to prepare high quality regular and ad hoc reports, presentations, activity documentation and briefing papers are essential. A working knowledge of Dari is desirable. All applicants should provide a writing sample of a recent work in the field of required experience. Sample document should not be more than five (5) pages in length.

**Maximum Points Available: 100.**

**F. Term of Performance**

The term of the contract will be for one year from on/about April 01, 2009 to on/about March 31, 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 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.

#### **G. 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.

#### **H. 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.

#### **I. 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
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave

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- 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.

**J. 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
- CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
- CIB 93-17 Financial Disclosure requirements under a Personal Services Contract

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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%20bus%20opp/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>

**K. 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).

**L. 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

[iee0936@usaid.gov](mailto:iee0936@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 line of cover letter. The highest ranking applications may be selected for an interview. Applicants may submit an application against this solicitation

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at any time but prior to **February 20, 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:

[htt://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