



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 28, 2009

CLOSING DATE: April 27, 2009

SUBJECT: Solicitation No. 306-09-63/OPPD for U.S. Personnel Service Contractor (USPSC) **Economic Policy and Donor Coordination Advisor**

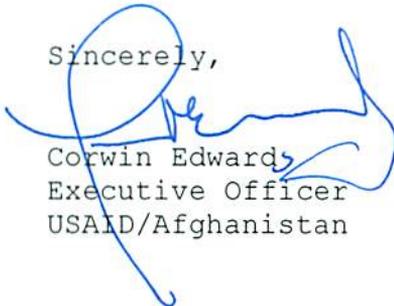
Ladies/Gentlemen:

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 ppd0963@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until April 27, 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 ppd0963@usaid.gov and not to any individuals.

Sincerely,



Corwin Edwards
Executive Officer
USAID/Afghanistan

U.S. Agency for International Development
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Kabul, Afghanistan

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SOLICITATION NO. 306-09-63/OPPD

1. SOLICITATION NUMBER: **306-09-63/OPPD**
2. ISSUING DATE: **March 28, 2009**
3. CLOSING DATE: **April 27, 2009 16:30hrs local time**
4. POSITION TITLE: **Economic Policy and Donor
Coordination 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, Director of
Cross - Cutting Office of Program
and Project Development**
9. SUPERVISORY CONTROL: **None.**
10. PERIOD OF PERFORMANCE: **The personnel service contract will
be for (12 months) with an option
for renewal.**
11. SECURITY ACCESS: **Secret Security Level**
12. AREA OF CONSIDERATION: **U.S. CITIZENS ONLY**

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POSITION DESCRIPTION: USPSC ECONOMIC POLICY AND DONOR COORDINATION ADVISOR

A. BACKGROUND:

USAID/Afghanistan manages a broad portfolio worth \$6 billion dollars, with an annual Operating Year Budget (OYB) of approximately \$1.5 billion. The Office of Program and Project Development (OPPD) currently has five Units, Project Development, Cross Cutting, Resource Management, Development Outreach and Communications, and Information Management. OPPD provides Mission-wide support for strategic planning, strategy development, program and activity design, monitoring and coordination of overall implementation of USAID assistance. Moreover, the Cross Cutting Unit serves as the Mission's focal point for donor coordination, aid effectiveness, coordination/implementation of the Afghanistan National Development Strategy (ANDS), as well as integration of cross-cutting themes (gender, corruption, capacity building, etc.) into the wider Mission's portfolio. The ANDS is a highly visible program with high-level USG interest. The Cross Cutting Unit ensures USG policies and programs are adequately coordinated with the Government of the Islamic Republic of Afghanistan (GIROA) developmental priorities.

B. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

The incumbent will serve as the Senior Advisor on Economic Policy and Donor Coordination to the USAID Mission in Afghanistan. The position is located in the Office of Program and Project Development, Cross Cutting Unit, based in Kabul. He/she will be responsible for providing expert advice on economic policy and issues of importance to the United States Government (USG), coordinating USAID's role in the implementation of the ANDS, managing the Afghanistan Reconstruction Trust Fund Cooperative Agreement, and monitoring of USAID's responsibilities under the Paris Declaration on Aid Effectiveness. The incumbent will be expected to establish effective working relationships within USAID, USG, the GIROA, the United Nations Assistance Mission to Afghanistan (UNAMA), the World Bank, the International Monetary Fund (IMF), other donor officials, as well as other stakeholders. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities. The incumbent reports to the Director of the Cross-Cutting Unit in the Office of Program and Project Development.

C. Duties and Responsibilities

1. Acts as the USAID Mission Senior Advisor on the ANDS. Maintains current knowledge of all aspects of the development of the ANDS, ensures USAID programs are aligned with priorities of the ANDS, and are effectively

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communicated to the GIROA. Advises the Director of OPPD, Mission management, and Washington on policy actions and support requirements vis-à-vis the implementation, monitoring, and reporting of the ANDS. The Senior Advisor responds to a wide variety of actions required by the GIROA involving the implementation of the ANDS. He/she will provide regular assessments to the USAID Mission and USG regarding the GIROA, and other donors' progress on ANDS implementation.

2. Ensures USAID involvement in the monitoring of Afghanistan's international economic policy and development obligations, such as progress on the Heavily Indebted Poor Countries (HIPC) program. Provides assessments of the one-year ANDS review by the World Bank / IMF, performance of the International Monetary Fund's Poverty Reduction and Growth Facility (PRGF), benchmarks of the Afghanistan Reconstruction Trust Fund (ARTF) incentive mechanism, the Afghanistan Compact benchmarks, and the commitments in the Joint Declaration of the International Conference in Support of Afghanistan, Paris, June 2008.
3. Represents USAID/OPPD on the U.S. Embassy Economic Strategy core team. In close coordination with the Office of Economic Growth, advises the USAID Mission on issues and responses to actions arising from the Economic Strategy and/or from the team. Liaises with USAID technical offices, especially the Office of Economic Growth, other USG agencies and with GIROA entities to ensure a coordinated approach to furthering the USG agenda on economic policy in Afghanistan. In conjunction with the Economic Growth office, the Agriculture and Alternative Development Office, other USAID tech teams and other appropriate embassy officials, provides economic advice to the GIROA, where appropriate and feasible, while representing USG development goals and policies.
4. In concert with the OPPD Information Unit, serves as USAID Mission's advisor on the economic impact (both intended and unintended) of development assistance. Provides economic impact assessments of USAID programs as needed. This includes serving as a resource to the technical offices in developing methodologies to determine the impact of assistance programs as well as serving as the focal point for issues related to possible secondary consequences of donor activity in Afghanistan.
5. Serves as the Agreement Officer's Technical Representative (AOTR) for the Afghanistan Reconstruction Trust Fund (ARTF) Cooperative Agreement. Represents the USG on the ARTF Donor Committee and on ARTF Working Groups such as the ARTF Recurrent Budget Incentive Working Group and the ARTF Financing Strategy Working Group.
6. Serves as the Aid Effectiveness Advisor for the USAID Mission, including the development, implementation, and monitoring of the aid effectiveness action plan for USAID, responsibilities under the Paris Declaration on Aid Effectiveness, and other bilateral and multilateral commitments.

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7. Serves as the donor coordination focal point on cross-cutting issues, such as economic policy, development strategy, and aid effectiveness. The incumbent formally represents USAID and provides expert advice and recommendations to the Ministry of Finance, Ministry of Economy, UNAMA, World Bank, International Monetary Fund (IMF), etc. Serves as a key USAID Mission knowledge management resource on issues involving bilateral and multilateral donors.
8. Other duties as assigned by the supervisor and the Program Office Director.

D. EVALUATION CRITERIA/SELECTION CRITERIA:

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

1. **Education: (20 Points)** Advanced Degree in Economics or International Development is required.
2. **Work Experience: (50 Points)** At least 8-10 years of professional experience in a position dealing with policy analysis, economic development and/or bilateral/multilateral assistance programs/organizations. Practical experience with the development, costing, implementation and monitoring of poverty reduction strategy papers (PRSP), with multilateral trust funds, and with impact assessment of donor assistance programs is highly desirable.
3. **Knowledge, Skills, and Abilities: (30 Points)** Thorough knowledge of the basic structure of USG and multilateral assistance programs. The incumbent needs to have in-depth knowledge of economic policy issues in Afghanistan and some knowledge of USAID and USG policies and positions vis-à-vis Afghan economic development. A good understanding of aid effectiveness issues and trends is required. Also required is the ability to operate with a high degree of autonomy and discretion, and produce analytical work of high quality on very short deadlines. The position will require someone who is able to operate in changing environment. The incumbent will have to communicate effectively with individuals at all levels of the U.S. Mission in Afghanistan as well as with people in occupying high level positions in the Afghan government.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for thirteen months from on/about July 15, 2009 to on/about July 14, 2010. Within 4 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

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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.

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.

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.

G. Medical and Security Clearance

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

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
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment

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- 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 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

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- 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. Medical History and Examination for Foreign Service (DS - 1843)
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 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. Applications without the completed OF612 form will not be entertained.

All applications should be submitted electronically to mail box:

ppd0963@usaid.gov

Attention: Seetha Chayapathi
Human Resources Specialist
USAID/Afghanistan

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 **April 27, 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.

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1. OF-612
2. Medical History and Examination for Foreign Service (DS - 1843)
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. Note: The selected individual must be able to obtain a security and medical clearance.

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