USAID | AFGHANISTAN
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 22, 2009
CLOSING DATE: February 21, 2009

SUBJECT: Solicitation No. 306-09-22/OIEE for U.S./Third Country Nationals Personnel Service Contractor (US/TCNPSC)
Project Management Specialist

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 iee0922@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until February 21, 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 iee0922@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

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SOLICITATION NO. 306-09-22/OIEE

1. SOLICITATION NUMBER:	**306-09-22/OIEE**
2. ISSUING DATE:	**January 22, 2009**
3. CLOSING DATE:	**February 21, 2009** ***16:30hrs local time***
4. POSITION TITLE:	**Project Management Specialist**
5. Number of Positions:	**One**
6. MARKETING VALUE:	**GS-12 ($57,709 - $75,025)**
7. ORGANIZATIONAL LOCATION OF POSITION:	**USAID/AFGHANISTAN**
8. DIRECT SUPERVISOR:	**USAID/Afghanistan, Senior Project Management Specialist or his/her designee**
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**

SOLICITATION NO. 306-09-22/OIEE

POSITION DESCRIPTION: USAID PROJECT MANAGEMENT SPECIALIST

A. BACKGROUND

Afghanistan has been a central U.S. and international foreign policy interest since the 9/11/2001 attacks. USAID is a critical partner in the reconstruction, rehabilitation, and reintegration of Afghanistan into the world community and implementing the 9/11 Commission's recommendation that the U.S. make a long-term commitment to the stability and security of Afghanistan. USAID has the major role in carrying out U.S. programs for Afghanistan's democratic development, a cornerstone of long-term effort to bring reconstruction across the USAID portfolio, including economic development and providing alternative livelihood options to poppy cultivation, rebuilding a legitimate state governed by the rule of law, and social reconstruction called for by the U.S. strategy and that are essential if the other component of that strategy, the provision of security – that other U.S. agencies lead, is to be achieved and endure. The USAID program in Afghanistan is increasingly seen as the model for similar operations in unstable and/or post-conflict countries, and as such these responsibilities and the policy direction that flow from them are of direct relevance to the highest priority U.S. national and foreign policy objectives. The Mission's Program is over $1.7 billion annually. Although much progress has been made, Afghanistan's infrastructure has not fully recovered from the devastation caused by the ravages of war, utter lack of maintenance and very little investment in physical infrastructure. The road network, on which Afghanistan as a landlocked country largely depends on, is in bad condition. Over 90% of provincial roads and national highways have either earth or gravel surface. Many roads are impassable at specific locations, especially during winter. The results are low traffic volumes, slow traffic and high transport costs that inhibit efficient agricultural production, trade, and delivery of social and government services. Afghanistan suffers from one of the lowest per capita energy consumption rates in the world (less than 100 kwh per capita), only Chad and Rwanda have lower per capita energy consumption. In Kabul, the electricity distribution system can handle up to 400 MW (after ongoing renovations area completed) which, if fully powered, would supply service to 1.9 million people. By June 2009, the total power supply for Kabul should be about 363 MW (including 150 MW of imported power) or half of the 750 MW needed to serve the four million residents of Kabul. Additional power supply, new distribution systems and improved management of electric utilities is urgently needed in order to support economic growth and job creation. Afghanistan has the lowest percentage of population served by safe potable water in the world – only 18% of rural population and 43% or urban population have access to potable water. As a consequence, Afghanistan has one of the highest, under--five, infant mortality rates in the world, with diarrhea accounting for over 42% of all infant deaths. Sanitation in Afghanistan is also among the worst in the world. Kabul has no municipal wastewater system. Most urban households rely on pit latrines and bucket systems or often no facilities. The lack of adequate sanitation leads to contaminated ground and surface water, and large concentrations of airborne fecal matter, resulting in poor health conditions.

The provision of safe drinking water and sanitation will improve the people's health and productivity. The Office of Infrastructure, Engineering and Energy (OTRE) manages more than $590 million annually and carries out a portfolio valued at over $2 billion. OIEE designs and implements programs to supply electricity; build roads; supply safe drinking water; and constructs schools, clinics, hospitals, government centers and other facilities.
The Office includes 36 staff and three teams: Energy and Water, Roads and Vertical Structures. OTFJE is responsible for providing technical leadership and managing for results in the infrastructure sector, including building host country capability to maintain critical infrastructure.
OIEE programs aim to achieve some of the highest priority objectives of the U.S. Government in Afghanistan. As such, the Office is a frequent interlocutor with Government of Afghanistan Officials, other international donors, senior U.S. and allied military officials, and U.S. Embassy personnel.

B. BASIC FUNCTIONS OF THE POSITION

The Project Management Specialist provides expert advice and services to support the USAID Afghanistan Office of infrastructure, Engineering and Energy (OIEE) in planning, implementing, managing, and monitoring the Mission's infrastructure, engineering and energy portfolio. The Project Specialist's major roles are to support the Office in preparing and obtaining Mission approval of a wide range of design and implementation documents. This includes: Action Memo clearance packages, waivers, annual operational plans, annual performance reports, special request reports and other project administrative requirements. This position supports the work of the Office's three teams and the senior Program Management Specialist.

C. DUTIES AND RESPONSIBILITIES

The Project Specialist will have the following duties and responsibilities:

1. Supports the Office's three teams and senior Program Management Specialist in preparing and obtaining Mission approval of a wide range of design and implementation documents. This includes: Action Memo clearance packages, waivers, annual operational plans, annual performance reports, special request reports and other project administrative requirements.

2. In close collaboration with and under the supervision of the OIEE senior Program Management Specialist, s/he works with OIEE contractors and grantees to strengthen their reporting, both technical and financial in order to meet the increasing information needs off Congress, auditors and external and internal parties. Devises tools for reporting as a means of assisting USAID management in planning, budgeting and forecasting resources and needs for funds in future years. Reviews financial reports from contractor and grantee implementing partners with special attention

to financial indicators (expenditures, pipelines and analysis of expenditures against activities). Maintains data bases related to the collection of information on project performance, implementation progress, objectives achieved and funds disbursed.

3. In close collaboration with and under the supervision of the OIEE senior Program Management Specialist, s/he guides/trains and mentors OTFJE technical specialists and administrative personnel on budgeting, financial issues, audits etc. to assist them in adequately and effectively managing their contracts/grants. Provides practical financial advice, analysis and recommendation on financial feasibility of activities and provide alternatives. Assists them in reviewing compliance with financial and budget requirements. Responds to budget and other information requests from the Government of Afghanistan and other entities working in the sector and draft official correspondence.

4. In close collaboration with and under the supervision of the OIEE senior Program Management Specialist, s/he advises the OIEE Office and Mission management regarding issues affecting infrastructure planning, development, budgeting, procurement (acquisition and assistance), implementation, monitoring, managing for results, and status of on going actions relating to achievement of results. The Program Specialist is responsible for providing formal and informal training to staff in his/her areas of expertise.

5. In close collaboration with and under the supervision of the 01FF. senior Program Management Specialist, s/he provides leadership to the OTEE Office in the design, development, and implementation of its performance monitoring system, including the SO Performance Monitoring Plan, the Action Plan, and the Operational Plan. Plans and coordinates monitoring and evaluation of infrastructure activities. Program Specialist works with OIEE staff to develop practical information tracking systems, and assists in the verification arid validation of baseline data and helps to analyze data collected. The Program Specialist provides formal and informal training to staff on performance management systems.

6. In close collaboration with and under the supervision of the OTFJE senior Program Management Specialist, s/he Leads the OIEE Office in drafting its annual updates for the USAID Operational Plan or relevant USAID annual reporting process. Coordinates and leads OIEE preparations for semiannual and annual portfolio reviews with mission management. Draft official USALD documentation such as Congressional Presentations, Annual Performance Reports, Operational Plans, Action Memos, Implementation Letters, and other Procurement documents.

7. In close collaboration with and under the supervision of the OIEE senior Program Management Specialist, s/he monitors the OTFJE Office's portfolio

of programs through the development, implementation and close-out stages. While advising others on intermediate results, and projects/activities:

- S/he assists the OIEE Office with the conceptual design of activities (projects), amendments and related statements of work;
- Coordinates and/or arranges the review of proposals for new activities as well as commitments, obligations and de obligation actions; and
- Convenes and leads meetings as needed to address activity (project), program, budget, strategic objective, and intermediate results issues; prepares agenda and minutes as required.

8. In close collaboration with and under the supervision of the OTEE senior Program Management Specialist, s/he builds and maintains professional relationships with Mission employees, USAID/Washington staff, consultants, implementing partners, government officials, donor agencies, and other infrastructure sector entities.

9. Performs other similar and related duties as assigned by the Director of the Office.

D. EVALUATION CRITERIA/SELECTION CRITERIA:

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

1. **Education: (20 points)** Bachelor's degree in accounting, administration, or a similar field is required. A Master Degree in a related field is desirable.

2. **Work Experience: (25 points)** A minimum of seven or progressively responsible experience in program management with international development organizations, professional accounting, auditing, other financial management related activity is required. Experience in developing countries, post-conflict environments, and/or emergency response situations preferred. Extensive field experience, preferably in Asia, in developing country environments is preferred.

3. **Communication Skills: (20 points)** Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Strong analytical and writing skills are necessary, specifically, experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate,

clear and complete formats is needed.

4. **Knowledge, Skills and Abilities: (35 points)** The incumbent must possess the following attributes. Strong operational, 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. Demonstrated program and budget management skills, including seven to ten years of experience in managing International development programs through contracts, cooperative agreements or grants. Demonstrated ability to effectively and efficiently manage/supervise resources (staff, equipment and budgets) Demonstrated experience with performance management systems and project evaluations. A basic knowledge and understanding of the economic, political, social, and cultural characteristics of Afghanistan. Progressively increasing responsibility for activity design, Implementation, management and evaluation is preferred. Strong ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Demonstrated ability to work productively in a multicultural environment. Demonstrated ability to interact smoothly and effectively with host country officials, representatives of international organizations, donors, PVOs, NCOs, and officials of other USC agencies.

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 12. 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:

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

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
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: htt://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

iee0922@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

at any time but prior to **February 21, 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.

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; Fax (202) 216-6288 (Ext. 105) Email: schayapathi@usaid.gov.

Place of Performance

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