



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 20, 2009
CLOSING DATE: May 19, 2009

SUBJECT: Solicitation No. 306-09-68/OEG for U.S. Personnel Service Contractor (USPSC) / Third Country National (TCN) **Land Market Reform 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 eg0968@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until May 19, 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 Berscheid, Deputy Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jberscheid@usaid.gov Applications should only be sent to eg0968@usaid.gov and not to any individuals.

Sincerely,


Corwin Edwards
Executive Officer
USAID/Afghanistan

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

Tel: 202-216-6288 / 0700-108-001
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SOLICITATION NO. 306-09-68/OEG

1. SOLICITATION NUMBER: 306-09-68/OEG
2. ISSUING DATE: April 20, 2009
3. CLOSING DATE: May 19, 2009 16:30hrs local time
4. POSITION TITLE: Land Market Reform Specialist
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 Economic Growth Officer
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: U.S Citizens: Secret Level
Third Country Nationals: Employment
12. AREA OF CONSIDERATION: U.S. OR Third Country
Nationals (TCN) CITIZENS

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POSITION DESCRIPTION: USPSC LAND MARKET REFORM SPECIALIST

A. BACKGROUND:

The USAID mission is part of a larger U.S. Government and international community intervention to assist the people and Government of the Islamic Republic of Afghanistan (GIROA). In recent years, Afghanistan, with the help of the international community, has made remarkable progress on many fronts. Presidential and Parliamentary elections have been held. Agricultural output has doubled. Fiscal, banking, trade, customs and regulatory reforms are being instituted. Private investment is growing. Reconstruction of the highway that rings the country is well underway. Enrollment in primary school has risen dramatically, and the quality of basic health services is improving. However, many of the root causes of conflict, insecurity and political instability in Afghanistan remain unaddressed: widespread poverty, ethnic mistrust and imbalance of power; and external extremist influences.

B. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

Overseas posts, Foreign Service employees receive non-taxable government housing, utilities and where applicable, a non-taxable cost-of-living allowance. Other benefits include paid annual leave, home leave, sick leave; contributory government life and group health insurance and retirement; medical care and hospitalization overseas; transportation to and from post; accompanied baggage up to the number of pieces or weight allowable under the mission policy is authorized.

Notwithstanding with the above USAID/Afghanistan include 35% danger pay; 35% post differential; Sunday differential. In addition, the FICA and federal income tax will be withheld by USAID. During a 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 off 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 2 destinations for Regional Rest Break - they are: Dubai and New Delhi.

Federal base salary levels are adjusted annually to accommodate cost-of-living increases. These are base salary levels and do not include the current locality pay that is paid while on training in Washington, DC. Applicants who accept these positions are Federal Government Employees. Non-Career Foreign Service officers are covered under the Federal Employees Retirement System (FERS) and FICA.

This is a term appointment not to exceed five years. Candidates appointed under this announcement who meet the service and performance requirements MAY BE

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eligible for conversion to Career Candidate status after two years of service in Afghanistan.

Note: An employee who is approved for a change from a Non-Career appointment to a Career Candidate appointment must be converted to Career Candidate status at no higher than the FS-03 level.

C. Duties and Responsibilities

The incumbent will have the following duties and responsibilities:

Under the direct supervision of the Office of Economic Growth Director, the General Development Officer will assist the USAID Mission on all issues and programs pertaining to land reform, such as land tenure, titling, land market development, land leasing, registration, compensation, and customary, traditional and communal rights in Afghanistan. The incumbent will work with the public and private sectors to take steps toward developing transparent and simple procedures for the acquisition and transfer of land. S/he will work to improve the implementation of the land policy and towards improved land registration. The GDO will work towards the legitimization of informal developments, especially in urban areas, so that title can be established and eviction prevented by proving long-term dwelling or productive uses. S/he will promote clear rules for land dispute resolution including title and boundary disputes, taking into account customary, traditional, and Islamic traditions. S/he will ensure that all land reform activities are coordinated with, complementary to, and supportive of the Mission's economic growth assistance and conflict mitigation activities. The incumbent will also ensure that USAID land reform activities are fully coordinated with the key government ministries. S/he will serve as the Mission's technical resource advisor on land reform, conflict mitigation and community development, as well as the point of contact on matters related to programming in these areas. The GDO will liaise will other USG agencies, international organizations, and foreign donors that provide assistance for land reform policy and community development initiatives.

The incumbent will plan, develop, and manage programs in the land reform and community development area including:

Determination of work priorities; making decisions on activity implementation matters; identifying and resolving program issues; assuring that all activities are carried out in a technically-sound and cost-effective manner; and assuring activities are carried out in accordance with all applicable Mission and Agency directives and requirements. The incumbent will provide analysis, advice and recommendations to senior Mission management and staff regarding the formulation of a strategy for land reform assistance, and on the management and implementation of land reform and community development activities in the Mission's portfolio. The GDO will handle all assigned work either independently or, as required, as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The employee will provide solutions to problems

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that arise by determining the approaches to be taken and the methodologies to be used; developing, coordinating, and clearing proposed solutions with all necessary parties; and then taking appropriate actions necessary to resolve the problem. Specific activities include, but are not limited to, the following:

1. Collaborate closely with senior level counterparts in the Ministry of Urban Development, Ministry of Justice, Ministry of Agriculture, and various other key governance ministries including at the Ministerial level, as well as the private sector, and other donors.
2. Serve as an advisor within USAID/Afghanistan on land reform issues including land tenure, land market development, land leasing, titling, registration, compensation, and customary, traditional and communal rights issues.
3. Serve as an expert within the US Mission on all issues related to conflict mitigation and community development.
4. Design and implement other activities relating to the operation of land tenure and/or conflict management.
5. Represent USAID through participation in government and multi-donor consultative groups.
6. Establish relationships with government officials, key private sector stakeholders, donors, and others, including those engaged in promoting gender concerns.
7. Establish a broad network of contacts with appropriate staff in the U.S. Embassy in Kabul, as well as USAID/Washington's Asia and Economic Growth Agriculture and Trade (EGAT) Bureaus, to ensure collaborative efforts and to identify and develop implementation mechanisms, funding sources and strategic options.
8. Assess longer-term Afghanistan needs for regulatory and institutional development as it relates to land reform, and develop a strategic vision for future USAID assistance.
9. Identify needs and draft scopes of work for any technical assistance required to complete the above tasks.
10. Share information with the Mission's existing strategic objective teams to ensure intellectual consistency and complementary efforts across sectors.

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11. Travel within the country is required.

12. Carry out such other tasks related to Mission economic development sector programming as may be assigned by Mission management.

D. EVALUATION CRITERIA/SELECTION CRITERIA:

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

1. **Education: (20 Points)** Master's degree in a relevant field major (land tenure, law, business, economics, law, international management, and/or international relations) is required. An emphasis on development is preferred. An additional four years of experience may be substituted for a Master's degree.
2. **Work Experience: (25 Points)** At least four years of progressively responsible experience in designing and implementing land reform and community development activities, including economic policy and regulatory reform, private sector institutional development and business development is required. Experience in formulation of strategy for land reform development and in the management and implementation of land reform and conflict mitigation activities are preferred.
3. **Language Proficiency: (10 Points)** Excellent English communication skills, both orally and in writing is required. Candidate must have the ability to present analysis and recommendations in clear written and oral formats. Additional consideration will be given to applicants with Afghan language skills.
4. **Knowledge: (25 Points)** A comprehensive knowledge of economic development is required. Knowledge of land reform, land tenure, titling, registration, compensation, customary, traditional and communal rights are highly desirable. Knowledge of U.S. Government policies and procedures for technical program monitoring and management is helpful. Demonstrated cultural and gender sensitivity and knowledge of Afghan languages and cultural/work environment is highly desirable.
5. **Skills and Abilities: (20 Points)** Candidate must possess sound and independent judgment with the skills to strategize, develop and effectively implement activities in a heavy workload/high stress environment. He/she must be able to successfully convey development objectives to the business community and to a broad range of political and trade and investment developmental audiences. Effective program/project management skills are a must. Strong technical writing skills are required in drafting strategic documents, correspondence to senior government and private sector officials, advocacy memos, position papers, analytic reports and think pieces. Ability to perform in a team spirit and to maintain cordial and professional relationships with USAID, Host Government, NGO and Contractor personnel are

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essential. Ability to be flexible and work in a tense and time sensitive environment required. Excellent interpersonal skills and a genuine interest in assisting the Mission staff with expedient program implementation are necessary. A high degree of professionalism, discretion, and sound judgment in representing the USG are essential elements of the position. Demonstrated ability to work in teams (i.e., team player skills) and commitment to the team mode of operation, with proven organizational and administrative skills is a must.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for thirteen months from on/about August 15, 2009 to on/about August 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 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.

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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 (US Citizens should obtain USG Secret Level and Third Country Nationals should obtain employment authorization) security clearance. US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance and certify it by USG certified doctor.

H. Benefits:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

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

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
 - (2) Living Quarters Allowance (Section 130)
 - (3) Post Allowance (Section 220)
 - (4) Supplemental Post Allowance (Section 230)
 - (5) Post Differential (Chapter 500)
 - (6) Payments during Evacuation/Authorized Departure (Section 600) and
 - (7) Danger Pay (Section 650)
 - (8) Education Allowance (Section 270)
 - (9) Separate Maintenance Allowance (Section 260)
 - (10) Education Travel (Section 280)
- * Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

I. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs

- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility

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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](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>

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)

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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:

eg0968@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 **May 13, 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.

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