



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 22, 2009
CLOSING DATE: April 20, 2009

SUBJECT: Solicitation No. 306-09-57/OSSD for U.S./Third Country
National Personal Services Contractor (US/TCNPSC)
Education Advisor

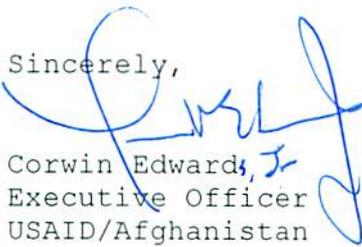
Ladies/Gentlemen:

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 ssd0957@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until April 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 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 ssd0957@usaid.gov and not to any individuals.

Sincerely,



Corwin Edward, Jr.
Executive Officer
USAID/Afghanistan

U.S. Agency for International Development
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Kabul, Afghanistan

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SOLICITATION NO. 306-09-57/OSSD

1. SOLICITATION NUMBER: **306-09-57/OSSD**
2. ISSUING DATE: **March 22, 2009**
3. CLOSING DATE: **April 20, 2009 16:30hrs local time**
4. POSITION TITLE: **Education 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, Education Team Leader**
9. SUPERVISORY CONTROL: **Minimal. The incumbent is expected to act independently with little direction.**
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**

POSITION DESCRIPTION: USAID EDUCATION ADVISOR

A. BACKGROUND

Afghanistan's educational system has been devastated by over two decades of war. An estimated 80% of all school buildings have been severely damaged or destroyed, including primary and secondary schools, teacher training colleges, vocational training institutes, and universities. Many trained teachers and university professors either fled the country or took other jobs.

While considerable progress has been made in the past seven years, access to education, particularly for girls and women remains constrained by cultural and security concerns and the quality of basic and higher education in Afghanistan is generally low. Physical infrastructure is in poor condition or still lacking in much of the country.

Conditions in Primary and Secondary Education:

- Only half of all children ages seven through thirteen are currently enrolled in school, with girls representing only 35% of enrollments. Less than half of children entering grade one complete the primary cycle. For girls, only one in four completes the primary cycle.
- Eighty percent of school facilities have been damaged or destroyed and the MOE projects the need for an additional 3,413 schools to be constructed or rehabilitated over the next several years.
- Children do not enroll in school in part because of lack of access to schools. But, building schools alone is not enough as other factors affect enrollments including: economic constraints; family obligations; cultural practices; and poor-quality teaching.
- The MOE estimates a shortage of 44,000 teachers.
- An estimated 1.7 million over aged young people, many out of school, need to be reached with non-formal community-based or accelerated learning programs.
- Teaching quality is low and less than half of teachers are secondary school graduates. Teachers use rote learning methods and lack knowledge of the subjects they are teaching.
- Afghanistan's literacy rate, particularly among women, is one of the worst in the world. In the rural areas where some 75% of the people live, 90% of women and 63% of men cannot read or write.

Conditions in Higher Education:

- Only 6% of the faculties have a PhD (or equivalent) degree. At Kabul University and Kabul Polytechnic Institute the situation is better (10% and 33%, respectively); at all other institutions, the situation is very poor (2%).

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- Only 12% of the faculty is female.
- There are currently very few private institutes of higher education.
- Many of the buildings in the universities are in very dilapidated condition. Some provincial institutions have virtually no physical infrastructure.
- There is almost no functioning scientific equipment.
- Libraries are poorly stocked, and many of the resources are in English or Russian, neither of which can be read by a majority of students.

The USAID/Afghanistan Education Portfolio. All Mission programs support and are consistent with the Afghanistan National Development Strategy (ANDS). Basic education programs are coordinated with the Ministry of Education (MOE) and include training of MOE teachers, community-based education in areas where MOE schools are not available, and literacy and productive skills training for adults and older youth. USAID also supports MOE printing of textbooks and limited construction of school and teacher training facilities. The Higher Education program is coordinated with the Ministry of Higher Education (MOHE) and includes pre-service training for secondary school teachers, faculty skills strengthening, internet centers for faculty and students, construction of provincial faculties of education and refurbishment of university dorms for men and women in Kabul.

B. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

The Education Advisor will serve as Contracting Officer's Technical Representative (COTR)/Project Manager of select education activities, and provide guidance and support to select Afghan Foreign Service National (FSN) staff to maximize their contributions to the achievement of the Office of Social Sector Development (OSSD) objectives. USAID-funded programs emphasize the building of capacity of the Afghan government and its people, including Afghan FSN staff employed by USAID.

The United States is the largest donor to Afghanistan. With a current \$1.6 B portfolio, the USAID/Kabul program is the second largest USAID program in the world. The OSSD is one of ten offices under the USAID/Afghanistan Mission. The OSSD is responsible for the health and education portfolios valued at \$218M and consisting of: 8 health and 14 education programs. Education represents approximately 46% of the \$218M total.

C. Duties and Responsibilities

The incumbent will have the following duties and responsibilities:

1. Mentoring FSN staff

- o Responsible for providing day-to-day technical and procedural guidance to select FSN staff that are charged with the implementation, monitoring, and evaluation of education activities.
- o In coordination with the Mission Cross-Cutting Programs Advisor and OSSD FSN staff serving on the Mission Gender Team, analyzes on-going and planned activities to ensure that USAID funded work addresses the needs and opportunities for the education of girls and women, youth, refugees and internally displaced persons.

2. Activity Management

Serves as Contracting/Agreement Officer Technical Representative/Activity Manager of selected education projects implemented by USAID contractors and grantees

- o Collects and reviews quarterly and annual program reports from contractor and grantee implementing partners, and provides feedback and technical direction to ensure consistency with USAID regulations and to promote activity effectiveness and sustainability
- o Reviews financial reports from contractor and grantee implementing partners with special attention to financial indicators (expenditures, pipelines and congruity of expenditures against activities)
- o Maintains data bases related to the collection of information on project progress, objectives achieved and monies disbursed
- o Responds to requests from the MOE, the MOHE, NGOs and other entities working in the sector and drafts official correspondence
- o Drafts official USAID documentation such as Congressional Presentations, Annual Reports, Action Memos, Implementation Letters, and other procurement-related documents
- o In consultation with the Education Team Leader and Office Director, collaborates with key donors and other stakeholders working in the area of basic, higher or non-formal education.
- o Builds and maintains professional relationships with Mission employees, USAID/Washington staff, consultants, implementing partners, government officials, donor agencies, and other education sector entities

3. Monitoring and Evaluation

- o Participates in activity assessments and evaluations and develops programming recommendations based on USAID comparative advantage
- o Security permitting, conducts visits to project sites and reports successes as well as inconsistencies/problems

Contributes to the data collection and synthesis necessary for the preparation of the Performance Monitoring Plan (PMP), Annual report, the Operational Plan and other required documents.

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 areas related to education development is required; a focus in comparative and international education is a strong plus. A focus on higher education, workforce development, or teacher education in an international setting is highly desirable.
- 2. Work Experience: (30 Points)** Minimum six years of progressively responsible experience in program/project management with a proven track record of programmatic accomplishment is required. Experience must include program and/or activity management, and planning and analysis skills in the area of education development. Experience managing programs/projects in basic education, higher education, and workforce development is highly desirable. Work experience in conflict and post-conflict settings is desirable. Relevant experience in other specific areas of education, training and international development will be considered.
- 3. Language Proficiency: (20 Points)** Excellent English language communications skills with fluency in English and a proven ability to communicate quickly, clearly, and concisely, both orally and in writing. Proven ability to communicate effectively in cross-cultural settings.
- 4. Knowledge, Skills and Abilities: (30 Points)** Knowledge of procedures and systems for strategic planning, monitoring and evaluation, and activity design is required. Knowledge of US Government policies and procedures is desirable. Knowledge of political and social features of South Asian countries (these include Afghanistan, Pakistan, India, Bangladesh, Nepal, Bhutan, Sri Lanka and Maldives) and their educational systems in particular is a strong plus. Knowledge of

education programming principles in conflict settings is highly desirable. Demonstrated activity and people management skills are essential. Communication and interpersonal skills are critical to on-the-job effectiveness. Ability to interact effectively with a broad range of USAID or other donor implementing partners and clients, international organizations, and host country government officials or NGO counterparts is highly desirable.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for twelve months from on/about June 15, 2009 to on/about June 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. 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
- 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

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- 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.Contract Employee Biographical Data Sheet (AID 1420-17)
- 3.Contract 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).

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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:

ssd0957@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 the cover letter. The cover letter (maximum of one page), supplied in attachment to the email submission of application materials, must address applicant's qualifications and experience as outlined in Section D, Evaluation/Selection Criteria, above.

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 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:

[http://www.usaid.gov/procurement bus opp/procurement/psc solicit/forms.html](http://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. 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

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