



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 15, 2009

CLOSING DATE: March 14, 2009

SUBJECT: Solicitation No. 306-09-33/OIEE for U.S. Personnel Service Contractor (USPSC) **Senior Electrical Engineer**

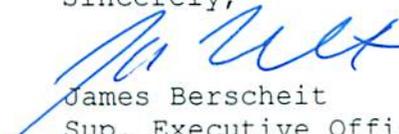
Ladies/Gentlemen:

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 iee0933@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until March 14, 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, Sup. Executive Officer (A), Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jbberscheit@usaid.gov Applications should only be sent to iee0933@usaid.gov and not to any individuals.

Sincerely,


James Berscheit
Sup. Executive Officer (A)
USAID/Afghanistan

U.S. Agency for International Development
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Kabul, Afghanistan

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SOLICITATION NO. 306-09-33/OIEE

1. SOLICITATION NUMBER: 306-09-33/OIEE
2. ISSUING DATE: February 15, 2009
3. CLOSING DATE: March 14, 2009 16:30hrs local time
4. POSITION TITLE: Senior Electrical Engineer
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 Deputy Director of Office of Infrastructure, Energy and Engineering (OIEE)/Head of OIEE Energy Group.
9. SUPERVISORY CONTROL: The incumbent provides day-to-day technical guidance and supervision to one or two key local technical personnel (FSNs) in OIEE Energy Sector. The incumbent, however, will have no responsibility for any administrative supervision over any OIEE 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: SENIOR ELECTRICAL ENGINEER

A. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

Based in Kabul, Afghanistan, the Senior Electrical Engineer will report to the Head of the Energy, Power and Water Resources Group in the USAID Office of Infrastructure, Engineering and Energy (OIEE). The Senior Electrical Engineer will provide support for OIEE energy projects throughout Afghanistan. The Office of Infrastructure, Energy and Environment (OIEE) has a program of over \$1 billion, including provision of basic infrastructure and energy needs throughout Afghanistan. S/he will be responsible for providing a full range of analytical, technical and management services on large, complex construction and reconstruction activities in the energy/power sector. These include: advice, coordination, monitoring, information gathering, analysis, design, evaluation and representing the Mission of USAID-funded infrastructure projects in Afghanistan.

As a Senior Electrical Engineer in the energy/power field the incumbent will:

- Serve as Senior Engineer and provide technical support for the management of the OIEE energy/power program.
- Gather information; provide guidance in the preparation of bid documents, and evaluation of bids for major engineering projects in the energy/power sector.
- Manage ongoing, USAID funded, energy and power projects in Afghanistan, ranging from reviewing plans to providing general oversight of sub-contracts. The incumbent will also identify problem areas, make recommendations for solutions and implement the approved corrective action.
- Under the guidance of the OIEE Head of Energy, Power and Water Resources Group, the incumbent will provide project management from inception to completion, and will be responsible for all facets of projects, including feasibility, pre-engineering, design, and construction.
- Provide support to the Mission and US Embassy in the tracking of implementation; identification and resolution of problems and institutional issues that impact the implementation process.
- Prepare a variety of engineering, construction, and planning reports.
- Serve as OIEE point of contact for officials of the Afghan government, financial institutions, business associations and NGO communities.
- Plays an active support role in the development, implementation and evaluation of the Mission's growing and evolving energy/power program.

This is a senior level professional engineering position that requires hands-on technical skills, well developed interpersonal and managerial

SOLICITATION NO. 306-09-33/OIEE

skills, sound judgment, and the ability to develop credible relationships within USAID and with Afghan government counterparts. The incumbent must work with only general Agency policy guidance and must exercise a high degree of personal initiative. The individual must be able to set and meet deadlines in a complex organizational structure.

B. Duties and Responsibilities

1. Policy development and implementation

The incumbent serves as the key Mission Advisor on energy sector. S/he provides leadership in developing programs and operational plans to carry out USAID/Afghanistan's approved strategic plan for the energy and power sectors. In this connection, s/he will advise the senior Mission staff and key management of the OIEE regarding issues affecting the achievement of the Mission's energy sector development objectives and develop approaches to address them.

The incumbent develops and analyzes policy options for USAID and for Afghan authorities in the assigned areas. Identifies constraints and synergies with Afghanistan and USG programs, and utilizes knowledge to recommend and oversee reform programs, for the approval of USAID.

The incumbent is one of the key Mission contacts with GOA and other donor international organizations providing technical assistance to GOA for rehabilitation of the sector assigned to the incumbent. On a continuing basis, the incumbent critically reviews USG and other donor assistance activities to ensure maximum coordination, and leverage for USG policy initiatives. Under the supervision of the OIEE Deputy Office Director/Head of Energy, Natural Resources and Water Resources Group, the incumbent participates in coordination of energy plans and program implementation with the Government of Afghanistan (GOA) counterpart agencies, suppliers, contractors and donor agencies (i.e., the Asian Development Bank, the World Bank, etc) working in the sector. S/he also participates in project planning, implementation and other technical meetings, as required. Advises and assist GOA counterpart agencies, contractors and others on the implementation of assigned USAID-financed infrastructure activities including compliance with the terms of contracts, contract administration and enforcement, procurement of goods and services, project coordination and scheduling, financial matters and compliance with USG and USAID regulations. Under the supervision of the OIEE Deputy Office Director, the incumbent participates in negotiations with IGA agencies on Program Agreements, formal understandings, and contracts and their modifications.

2. Project Implementation

Based on analysis, the incumbent provides direct technical and program support to the OIEE Deputy Office Director and appropriate technical

SOLICITATION NO. 306-09-33/OIEE

staff in OIEE to define and achieve USAID technical assistance program objectives in rehabilitation of the energy sector of Afghanistan. In coordination with the OIEE Deputy Office Director and technical assistance from outside consultants, the incumbent will take one of the leading roles in drafting or revising components of the USAID/Afghanistan Strategy Results Framework for IR 5.3.1 Stabilize Energy Services and Make them Affordable and More Accessible; developing performance measurement indicators related to Energy sector projects. The incumbent will draft the task orders or scopes of work to compete and award contracts and or grants to implement technical assistance programs in the areas of his assignment.

Keeps abreast, and informs the OIEE management, of current energy developments including recent technological developments, host country needs and capabilities, and national concerns, issues trends and changes in the IGA policies and regulations.

Evaluates the impact of USAID-funded activities on the achievement of the USG's development objectives, cause adjustments in existing strategies and policies as may be required to address deficiencies and problems found, in an effective and timely manner.

3. Program Management

For the projects assigned to her/his management, the incumbent provides policy, technical and operational guidance to contractors and cooperative agreement and grant recipients; reviews, critiques and approves annual work plans; monitors accomplishments against work plan and performance measurement indicator targets; reviews financial documentation for compliance with program performance and delivery of products and services; and maintains accurate records of accrued expenditures for program management purposes.

The incumbent manages the timely preparation of detailed engineering designs, plans and cost estimates for assigned programs and activities and ensures that they comply with appropriate national and international standards, and reflect agency best practices.

- Reviews, evaluates, and makes professional recommendations concerning engineering feasibility of plans developed.
- Analyzes and evaluates designs, drawings, specifications, schedules and lists of equipment requirements and informs/recommends USAID's position on assistance commitments for activities.
- Ensures, with the assistance of the appropriate Mission personnel, that environmental and sustainability issues are considered in the program design in keeping with agency practices.

SOLICITATION NO. 306-09-33/OIEE

The incumbent serves as Cognizant Technical Officer (CTO) for contracts in the sectors s/he oversees. As CTO, the incumbent is responsible for providing technical directions or guidance to the contractors following the terms of the contract. Specifically:

- Monitors adequacy and acceptability of delivered goods and services under approved activities including construction, equipment installation and training activities through field inspections, reviewing contractor reports, and meetings with project personnel and contractor representatives.
- Provides technical assistance to the Contracting Officer(s) in responding to the proposed changes in the construction scope of work and in the design. Provides appropriate technical assistance the Contracts Office in issuance and negotiations of change orders in accordance with FAR procedures.
- Receives and inspects completed services or supplies upon delivery, verifies that they meet the acceptance standards and delivery schedules, as specified in the contract.
- Performs administrative responsibilities including but not limited to activities such as: drafting project implementation letters, preparing action memoranda and reports, estimating expenditures, reviewing payment vouchers, responding to audits, assessing claims, and performing other related activities.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

1. Qualifications and Technical Skills: (35 Points)

- Bachelor of science degree in electrical engineering from a reputable school of engineering is required. Advanced degree in electrical engineering is also acceptable. A minimum of ten years of professional electrical engineering practice, with at least five years of experience in the design and management of electric power infrastructure projects, is required. Specific experience in the design and implementation of projects involving high and medium voltage power transmission, load control centers, substations, and distribution systems is highly desirable. Current professional engineering (PE) license in electrical engineering in at least one U.S. state is required.
- Current professional knowledge of development assistance and development approaches. Technical skills should include development and implementation of energy/power infrastructure projects, ideally in projects involving high and medium voltage power transmission, load control centers, substations, and distribution systems. Demonstrated experience in undertaking energy/power resources assessments and analyses. Demonstrated technical skills related to the design, construction, quality control, and evaluation of power sector projects.

2. Management Skills: (35 Points)

- o Demonstrated construction and program management skills including previous experience in program, contract and grants management. Demonstrated ability to effectively and efficiently manage/supervise resources (staff, equipment, budget).
- o Extensive field experience, preferably in Asia, in developing country environments. Experience in project development and management in the area of power sector programs.

3. Interpersonal Skills: (15 Points) Prior experience and demonstrated ability to interact effectively with senior officials of government and international organizations. Demonstrated ability to work productively in a multicultural environment. Ability to work collaboratively with senior host country officials and representatives of international organizations, donors, NGOs, US Government officials, and other assistance providers.

4. Communication Skills: (15 Points) Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

Maximum Points Available: 100.

D. 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 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.

E. 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.

F. 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.

G. 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)

SOLICITATION NO. 306-09-33/OIEE

- (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.

H. 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#ps](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#ps)

SOLICITATION NO. 306-09-33/OIEE

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. 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).

J. 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

iee0933@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 **March 14, 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%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)

SOLICITATION NO. 306-09-33/OIEE

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.

Place of Performance

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