



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 12, 2009
CLOSING DATE: April 11, 2009

SUBJECT: Solicitation No. 306-09-56/OD for U.S. Personnel Service Contractor (USPSC) **Development Advisors**

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 d0956@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until April 11, 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 d0956@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

Tel: 202-216-6288 / 0700-108-001
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1. SOLICITATION NUMBER: 306-09-56/OD
2. ISSUING DATE: March 12, 2009
3. CLOSING DATE: April 11, 2009 16:30hrs local time
4. POSITION TITLE: Development Advisors
5. Number of Positions: Multiple Positions
6. MARKETING VALUE: GS-14 (\$83,445 - \$108,483)
7. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN
8. DIRECT SUPERVISOR: USAID/Afghanistan, Director of Provincial Reconstruction Team (PRT)
9. SUPERVISORY CONTROL: The position may entails supervision of FPO/one USAID Foreign Service National (FSN) staff
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

POSITION DESCRIPTION: USPSC DEVELOPMENT ADVISOR

A. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

There are multiple Development Advisor (DA) positions. Once selected and deployed, DAs are assigned to a particular position based on the following: the needs of the program, USAID and the USG Mission; the skills, experience and preferences of the DA; current DA vacancies; and other factors. DAs are assigned 1-2 weeks after they arrive in Afghanistan. The assignment is the decision of the Director of PRT, in consultation with field staff, Mission management, and USAID's interagency partners.

The DA will assist the PRT Office Director and Deputy Director in planning, coordinating and monitoring all elements of the Mission's PRT program and help manage all aspects of USAID/Afghanistan's civil-military relations as directed by the Office Director. During a DA's tenure with USAID Afghanistan, he or she will be expected to carry out the duties and responsibilities outlined below:

B. Duties and Responsibilities

1. The DA will be a member of the senior military staff in the command at which he/she is located and will be the primary advisor to the commanding officer on all reconstruction and development issues. He/she will provide input on the military's own reconstruction and development activities, as well as act as the primary liaison between the military headquarters and the USAID Mission. The DA is expected to establish and maintain a productive relationship with the military in order to represent and communicate USAID's policies, programs and operations. He/she will represent USAID at high-level meetings and other for a related to civil-military affairs in Afghanistan, including coordination and technical meetings, field visits with the commanding officer, and briefings to visiting VIPs. Given the high frequency of interaction with senior officials, the DA is expected to demonstrate excellent diplomatic, interpersonal and representational skills, as well as the ability to effectively articulate the interests of the USAID Mission as a whole.
2. The DA will work with the field office management to implement, coordinate and monitor all aspects of the Mission's field program and all elements of USAID's overall civil-military relations in Afghanistan. Working at an operational or strategic HQ level, the DA will formulate policy and strategy as it pertains to the military, its operations, and its relationship with USAID. This includes defining USAID's overall strategy for civil-military affairs in Afghanistan, USAID's participation in PRTs, provision of guidance and direction for the design of new program strategies and activities, and the coordination of these efforts among the various relevant agencies and actors.

3. In order to achieve the two results above, the DA is expected to maintain detailed knowledge of all USAID activities in Afghanistan. He/she will work closely with the Mission's Contracting Officer's Technical Representatives (COTRs) and senior management to ensure USAID's interests are represented effectively at the highest levels of the military command in Afghanistan. In addition, the DA is expected to use this knowledge to ensure that USAID personnel at the PRTs and regional commands are well informed of USAID programs and activities, in order to integrate with and support USAID's main programs and take advantage of appropriate points of entry and overlap between USAID and the military.
4. The DA will take the lead in planning and conducting high-level coordination mechanisms and events between USAID and the military. These may include the bi-monthly interagency reconstruction working group (IRWG), the monthly PRT Executive Steering Committee (ESC) meeting and the quarterly PRT Commanders' conference. As requested by the Mission leadership, the DA will also handle special projects related to USAID's PRT and civil-military efforts and the integration of these into the larger USAID portfolio, including policy memos, strategy papers, technical research, orientation materials, and coordination between Kabul and field staff.
5. The DA may supervise the Mission's Field Program Officers (FPO) assigned to PRTs, Special Forces Units, and/or other organizations. S/he will supervise the development, implementation, and monitoring of the FPOs' activities to ensure they achieve USAID's strategic objectives; review and monitor USAID's participation in the PRTs, and the status of PRTs. S/he will work with the Mission in Kabul to ensure each FPO is oriented, trained and equipped adequately, and help ensure the FPOs become fully knowledgeable of USAID/Afghanistan's strategy, mission programs, security rules, and administrative work associated with the position. S/he will maintain daily contact with the individual FPOs and travel often to each PRTs to monitor security and reconstruction initiatives; implementation and monitoring procedures.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

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

1. **Education: (20 Points)** Candidate must possess an appropriate Bachelors degree. A Masters degree is preferred. Education should be in field(s) of business administration, economics, international relations, international development, international business, or a related specialty. Evidence of exceptional educational accomplishments and continuing education will be heavily weighted.

2. Work Experience: (40 Points) Candidate should have seven years of progressively responsible experience and must include some management/supervisory experience. Experience should be in areas such as democracy and governance, rural economic development, community engagement, post-conflict transitions, civil-military affairs or related areas. Prior experience with a development organization and/or working with/for a military organization is desired. Experience in project design, implementation, and management in an international context. At least one year professional experience in working in emergency, post-conflict, or transition environments and prior experience working in Afghanistan is desirable, but not required. Outstanding professional performance as evidenced by merit-based promotions and other recognitions in previous positions will be heavily weighted.

3. Knowledge, Skills, and Abilities: (40 Points) Thorough knowledge of basic development principles and techniques as well as program design and implementation skills. Knowledge of programming policies and practices, including managing for results, use of strategic objective teams, results framework, performance monitoring and reporting, activity (project) development, approval, and procurement. Demonstrated ability to exercise significant professional judgment related to program and activity design, operational problems and issues requiring strategy development, policy decisions, innovative solutions, and/or options to enable practical resolution. Excellent verbal and written communications skills are essential. Ability to make contacts, work with teams or independently, take action, and make on-the-spot decisions that are necessary to guide, support and complete development activities across a broad range of technical specialties. The incumbent must have displayed an ability to work collaboratively in teams, build consensus, and effectively coordinate with external actors in a multi-cultural setting. Demonstrated ability to take the initiative and produce results in a highly complicated, dynamic, dangerous, and/or stressful environment will be heavily weighted.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be for thirteen 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 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

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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 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):

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- (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.

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

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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>

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 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:

d0956@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 11, 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. 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)

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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