



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 10, 2009  
CLOSING DATE: March 09, 2009

SUBJECT: Solicitation No. 306-09-31/ODG for U.S. Personnel Service Contractor (USPSC) **Democracy Advisor- Subnational Governance & Provincial Reconstruction Team Liaison**

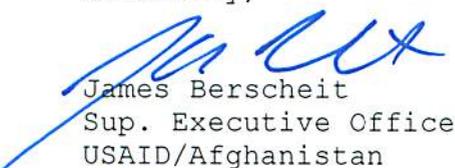
Ladies/Gentlemen:

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 [dg0931@usaid.gov](mailto:dg0931@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until March 09, 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](mailto:schayapathi@usaid.gov) or James Berscheit, Sup. Executive Officer (A), Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at [jberscheit@usaid.gov](mailto:jberscheit@usaid.gov) Applications should only be sent to [dg0931@usaid.gov](mailto:dg0931@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  
Email: [kabulusaidinformation@usaid.gov](mailto:kabulusaidinformation@usaid.gov)  
<http://afghanistan.usaid.gov>

SOLICITATION NO. 306-09-31/ODG

1. SOLICITATION NUMBER: 306-09-31/ODG
2. ISSUING DATE: February 10, 2009
3. CLOSING DATE: March 09, 2009 16:30hrs local time
4. POSITION TITLE: Democracy Advisor -Subnational Governance & PRT Liaison
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 Director of Office of Democracy and Governance
9. SUPERVISORY CONTROL: None
1. PERIOD OF PERFORMANCE: One year (12 months) with an option for a one year renewal
10. SECURITY ACCESS: USG SECRET LEVEL
11. AREA OF CONSIDERATION: U.S CITIZENS ONLY

SOLICITATION NO. 306-09-31/ODG

**POSITION DESCRIPTION: USAID DEMOCRACY ADVISOR - SUBNATIONAL GOVERNANCE AND PRT LIAISON**

**A. BASIC FUNCTIONS OF THE POSITIONS**

The incumbent will have the following duties and responsibilities:

The Democracy & Governance Advisor will be supervised by the DG Director and work under the policy direction of the Mission Director. The incumbent will supervise, mentor and train one to three FSN employees. S/he will manage a new Sub-National Governance unit with a portfolio including programs at the municipal, district, and provincial level covering up to half of the sub-national units in Afghanistan. The total estimated value of this portfolio between FY 2010 and 2014 is \$450 million.

The incumbent will be based in Kabul, Afghanistan and has primary responsibility for designing, implementing and management of sound democracy and governance programs to achieve long-term democratic development in Afghanistan while responding to high priority U.S. foreign policy objectives. The incumbent will be required to make independent judgments and recommendations on priorities and emphasis among the various ongoing and proposed program activities. S/he will have responsibility for professional technical decisions on approaches, methods, and procedures to be used in implementing USAID democracy and governance programming. The incumbent may serve as the Mission's primary advisor on a wide-range of DG programs. Current office needs are in the area of sub-national level assistance and coordination of DG activities with Provincial Reconstruction Teams (PRTs), the Capacity Development Program under the DG Office, and Economic Growth programs relevant to sub-national governance.

**B. Duties and Responsibilities**

The incumbent is expected to bring high-level expertise particularly at the sub-national level. S/he is concerned with the full range of activities relating to strategic and operational analysis, planning, budgeting, design and the overall progress and effectiveness of the USAID democracy and governance program to Afghanistan.

The incumbent will be tasked by the DG Director to lead a new Sub-National Governance Unit. S/he will also serve as the primary liaison between the DG Office and the Provincial Reconstruction Teams (PRTs) on sub-national governance, focusing on the transition of district governments from "hold" to "build" status. S/he will assist in coordination of all other DG programs active at the sub-national level (e.g., community radio stations, political parties, provincial councils, public administration, rule of law). The incumbent will also work on other areas of DG programming as requested by the DG Director.

SOLICITATION NO. 306-09-31/ODG

The incumbent will represent USAID at donor coordination meetings on sub-national governance, the Embassy's Governance Policy Group, and will work closely with the Government of the Islamic Republic of Afghanistan (GIROA)'s Independent Directorate of Local Governance at the Deputy Minister level and other senior management officials.

Specific Responsibilities Include:

**1. Program Management, Design and Reporting**

- o Lead, advise and report on a wide range of sub-national level DG activities that operate throughout Afghanistan's provinces. Developing a familiarity with how PRTs operate and technical knowledge of a wide range of activities which are carried out by the PRTs in provincial locations.
- o Advise USAID and the U.S. Embassy on policy sub-national governance policy issues, prepare briefing materials and coordinate/collaborate with PRTs DG's sub-national level initiatives.
- o Supervise the planning, development and preparation of DG program proposals, program descriptions, DG strategies, and program adjustments and amendments as may be necessitated by changing conditions and needs.
- o Provide technical inputs about programs for which s/he has CTO responsibilities or supervisory responsibilities to the Director and Deputy Director of the DG Office. Prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, strategies, operational plans, and other taskers and briefings as required by Congress, the Office of Management and Budget (OMB), the Department of State, USAID/Washington, the Embassy, and USAID/Afghanistan.
- o Participate with Democracy and Governance Team in evaluating contract and grant proposals across the full range of democracy and governance activities on technical merit and in light of development and policy priorities. Analyzes budget and assesses the appropriateness of various modalities of assistance. Advises on program justifications and documentation required.

**2. Coordination, Training and Policy**

- o Direct or participate in discussions with senior representatives of other U.S. Government agencies, host government officials including those at the Ministerial level, the U.S. military, international organizations, voluntary agencies, and education and lending institutions participating in assistance programs within the country

SOLICITATION NO. 306-09-31/ODG

to ensure coordination of programs, policies, objectives, and priorities.

Provide expert advise and make presentations to senior level USG and GIRoA officials, as well as military and ISAF officials and experts interested in governance.

Serve as USAID's primary liaison on sub-national level democracy and governance issues and with PRTs this includes collaborating and coordinating with the U.S. Military.

- o Provide Mission management and personnel with recommendations concerning policy and program guidance on DG program planning, implementation, and monitoring and evaluations, especially in the area of Sub-national Governance and Public Management.

Recruit, train, and supervise FSN staff assigned to the Sub-National Governance unit. The DG Office takes very seriously the need to build the capacity of its FSN personnel. Serve as a technical mentor to junior Foreign Service Officers assigned to the DG Office.

- o Serve as a site officer, as needed, for high level delegations and visits in Kabul and to Afghanistan provinces.

**C. EVALUATION CRITERIA/SELECTION CRITERIA:**

1. **Education: (20 Points)** Bachelor's Degree in political science, government, international/development affairs, area studies, or a related field plus eight (8) years of successful work experience in the area of international development is required.

**OR**

Master's Graduate degree in law, political science, international/development affairs, public administration, public policy, area studies or a related field and five (5) years of successful work experience in the area of international development is required.

2. **Work Experience: (50 Points)** A minimum of five (5) years of successful international development and donor project management experience directly related to two or more of the following is required: sub-national governance, legislative strengthening, citizen participation, decentralization, media, anti-corruption, public administration, and consensus-building. First hand experience working for international donor organizations or international non-governmental organizations, either as an employee or contractor is required. Experience working successfully in a team setting is required.

3. **Knowledge, Skills and abilities: (30 Points)** Thorough knowledge and understanding of economic, political, social and cultural structures as

they relate to democratic development are required. Knowledge of and experience in post-conflict development environments, political economy and/or governance theory and practice is preferred. Understanding of U.S. foreign/national security policy implications for development assistance, especially in a post-conflict setting is preferred. Knowledge of development prospects and priorities in Central Asia, and if possible Afghanistan is preferred. Outstanding interpersonal skills, ability to work as part of a team and build consensus around decisions required.

**Maximum Points Available: 100.**

**D. Term of Performance**

The term of the contract will be for one year from on/about June 10, 2009 to on/about June 09, 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 15. 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.

SOLICITATION NO. 306-09-31/ODG

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)
  - (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

SOLICITATION NO. 306-09-31/ODG

- 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>

**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:**

SOLICITATION NO. 306-09-31/ODG

- 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

[dg0931@usaid.gov](mailto:dg0931@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 09, 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.

**Point of Contact**

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Email: [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov).

**Place of Performance**

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