



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 29, 2009
CLOSING DATE: February 28, 2009

SUBJECT: Solicitation No. 306-09-28/OPPD for U.S. Personnel Service Contractor (USPSC) **Gender 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 ppd0928@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until February 28, 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 ppd0928@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

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SOLICITATION NO. 306-09-28/OPPD

1. SOLICITATION NUMBER: **306-09-28/OPPD**
2. ISSUING DATE: **January 29, 2009**
3. CLOSING DATE: **February 28, 2009 16:30hrs local time**
4. POSITION TITLE: **Gender 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: **Director of Office of Program and Project Development**
9. SUPERVISORY CONTROL: **Minimal. The incumbent is expected to act independently with limited oversight.**
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**

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POSITION DESCRIPTION: USAID GENDER SPECIALIST

A. BACKGROUND:

USAID/Afghanistan has determined that a full-time gender specialist is needed to help the Mission address this critically important issue across the portfolio, including being proactive in developing in-house gender capacity, reporting regularly on gender issues to different audiences, and guiding policy and programming on gender. USAID is seeking to fill the gender specialist position with a candidate who can interact effectively with Afghan society on culturally sensitive gender issues, who understands the local context on gender, is available to travel to different parts of the country, and who ideally has some local language capability in either Dari or Pashto. Currently, USAID is addressing gender issues as part of a position that covers a wide range of cross-cutting issues, and the Mission is convinced that a more concentrated and focused attention is needed to fully address this very important (and indeed transformational) issue in Afghanistan.

The Gender Specialist (GS) position is located in the Office of Program and Project Development (OPPD) as part of the Cross-Cutting Unit (CCU). The CCU is headed by a USDH and is responsible for addressing all cross-cutting issues in the mission ranging from donor coordination, anti-corruption, youth, to vulnerable populations.

B. BASIC FUNCTIONS OF THE POSITIONS

Broadly, the GS will be responsible for developing capacity, reporting, coordinating, tracking and ensuring that USAID/Afghanistan's broad and ambitious development assistance portfolio is in compliance with gender policy, regulations and earmarks. The incumbent will be responsible for proactively reaching out to the key government (both GIROA and USG) and private sector entities to increase awareness and engage in policy issues and prepare documents for Mission decision making, as well as updates on gender policies and programs and regular public outreach documents, including success stories for broad distribution. The GS will be recognized as the Mission's authoritative person on gender issues, and little or no technical supervision is anticipated for these important tasks.

The GS will be part of the CCU team and serve under the supervision of the USDH Team Leader for CCU. The incumbent will work closely with all technical offices, USG inter-agencies (including the military), and will consult regularly with beneficiaries, implementing partners, other donors, and relevant GIROA officials and Ministries, at both the central and decentralized levels of government to help integrate gender issues within the Mission portfolio. As such, he/she will provide expert guidance on policies, strategies, programs and activities. The GS will provide a full range of consultative, information-gathering, analytical, evaluative and written technical services of broad scope and complexity on these issues. The GS must be able to think and operate strategically and programmatically, analyzing complex situations in order to

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assist in the development of USAID strategic plans and programs, and assessing the impact of host country policies and practices on USAID programs. S/he must also be able to write clearly and convincingly and produce high quality and convincing written products, for many different audiences (including the USAID/Afghanistan website), with short deadlines. A commitment to, and strong capability in, local capacity-building is essential. The position is for a one year period.

C. Duties and Responsibilities

The incumbent will have the following duties and responsibilities:

1. Capacity Building

- a) Train and mentor an FSN in the program office to ensure that by the end of the year, the FSN has received sufficient training to take on successfully regular Cognizant Technical Officer (CTO) responsibilities to monitor and manage any mission grants and contracts in support of gender in the OPPD. Provide orientation to the FSN in preparing written products and verbal presentations on gender issues, as well as guidance to the program office, the gender team and technical office staff in all agency policies and requirements related to gender issues and tracking of earmarks. Ensure that PRT staff is included in the orientation and policy issues related to gender earmarks and USAID priorities.
- b) Assist the Ministry of Women Affairs and local NGO's in advocacy to support the role of women and guide the dialogue to enable the Ministry and other entities to move their mandate forward.
- c) Advise Mission management on gender issues and the way forward in ensuring women's effective participation in the country's development. The GS must stay abreast of all Mission wide responsibilities to ensure that earmarks are met and tracked.
- d) Provide regular reports and information to the USG on gender issues and updates and act as Mission's liaison point person to the external entities in the donor and the government system (see section 3(d) also).

2. Technical Expertise and Reporting:

- a) The GS will stay abreast of gender issues relevant to the USAID's portfolio and will attend events in Afghanistan, Washington, D.C. and elsewhere which highlight gender issues. The GS is USAID's point of contact for all delegations related to gender and will be required to serve as a liaison for high profile delegation visits to USAID/Afghanistan programs, including arranging events, meetings and site visits.

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- b) He/she will be USAID's representative at donor and government coordination and advisory meetings and working/thematic groups that might be formed or exist to coordinate and discuss gender issues;
- c) He/she will prepare frequent updates, including those from various committees and working groups, and will be required to respond quickly and effectively to ad hoc requests for information supervisory staff as well as frequent and regular reporting, including pieces for posting on the Mission's website. This requires working closely with all relevant sectors and technical teams to ensure timely progress reports, vignettes and photographs - including success stories to best capture USAID progress on these important issues;
- d) The GS is responsible for monitoring and reporting in a timely manner on Congressional Earmarks on gender and assists the OPPD on other cross-cutting issues as needed. He/She will work closely with other USAID/Afghanistan technical offices to ensure that the earmarks are being met, allocated and spent appropriately;
- e) In support of the above, the GS will make field visits to ensure that gender issues are adequately integrated in technical projects in the field;
- f) The GS will serve as the information repository for issues on gender themes, and stay up-to-date on information regarding these themes; i.e. State Department reports, international organization reports, surveys and programs - working closely with USAID's Information Unit, etc. to ensure accuracy and credibility;
- g) As part of the CCU, ensure adequate knowledge and familiarity with other cross-cutting issue to provide adequate coverage to the office in time of staff shortages.

3. Program Design, Management and Implementation:

- a) Act as CTO, until such time that the FSN is trained, for the Mission's grants and contracts in support of gender. In that capacity manage, monitor and provide oversight to the grantee and/or contractor to ensure program progress and results. Total amount of the gender related grants and agreement total approximately \$10 million a year.
- b) Coordinate with other USAID/Afghanistan technical offices and provide input to ensure that gender is emphasized appropriately in the relevant technical portfolios, and chair the Mission's Gender Working Group;
- c) Provide programmatic guidance and support for all USAID activities including reviewing Action Memos, Activity Approval Documents and proposals on gender activities.

- d) Provide guidance on indicators, performance monitoring plans and work plans related to gender, as required by agency policies and requirements, and
- e) As team member of the CCU in the PPDO assist, as needed and request, to help on other cross-cutting responsibilities to ensure smooth operation of the office as a whole.

4. Outreach and Communication:

He/She will be proactive in working with civil society groups and the relevant ministries to enhance awareness and the importance of addressing gender issues related to policy;

5. Other Responsibilities:

As part of the OPPD team, provide support to the program office on other tasks as required by the Office Director to enhance office wide performance and completion of office wide tasks as needed.

D. EVALUATION CRITERIA/SELECTION CRITERIA:

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

1. **Education:** (10 points) S/he must have at least a Masters degree in gender studies (or equivalent field) or equivalent work experience in fields such as social-anthropology or development studies.
2. **Work Experience:** (35 points) S/he must have a minimum of 4-7 years experience in working with gender or women-related issues in either the public, private or academic sectors. Work experience must demonstrate the following responsibilities: a) demonstrated ability to train and mentor staff in taking greater responsibilities for project management and monitoring b) demonstrated ability to effectively work with host government organizations and policy makers to advance gender issues at the policy level policy; c) managing gender or women-related programs, e.g. with international organizations, private sector firms or NGOs; d) demonstrate ability to prepare documents and reports on timely and regular basis to management and other stakeholders (samples might be requested); and e) experience in outreach and communication to advance gender issues.

3. **Language Proficiency:** (20 points) Fluency in spoken and written English is required. Ability to speak Dari and/or Pashto (at the FSI 3/3 level or higher) will be given additional emphasis in points.
4. **Knowledge, Skills and Abilities:** (35 points) General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, and familiarity with the development community. A good knowledge of gender issues within the aid effectiveness framework. The incumbent must be able travel and interact independently with local communities on culturally sensitive issues such as enhancing the role of women in decision making. She/he should be able to develop and maintain contacts with officials throughout the Mission and with external partners. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission and from Washington. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required. He/She should be able to function in high stress working environment. A high degree of professionalism, team work and demonstrated outstanding interpersonal skills is a must in addition to sound judgment to make independent decisions. In-depth understanding of the Afghan context and culture will receive preference

Maximum Points Available: 100.

E. 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 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.

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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 a USG top secret level security clearance and a Department of State Class I medical clearance.

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
- 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>

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J. 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).

K. 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

ppd0928@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 **February 28, 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)
5. Finger Print Card (FD-258). Standardized regulations (government civilians foreign areas)

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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