SOLICITATION NUMBER: 72030619R10023

ISSUANCE DATE: March 24, 2019
CLOSING DATE/TIME: April 07, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Acquisition and Assistance Assistant (Vetting Support) - FSN-08 – (Multiple Vacancies)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kblAIDHR@usaid.gov.

Sincerely,

Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10023

2. ISSUANCE DATE: March 24, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 07, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Acquisition and Assistance Assistant (Vetting Support) (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-08 (Step 1 – 13)
   In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: The period of performance is one year, with the possibility of extension up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.

7. PLACE OF PERFORMANCE: Kabul, Afghanistan.

8. SECURITY LEVEL REQUIRED: As an employment precondition, the successful candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.

9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

This position is located in the Vetting Support Unit (VSU) within Office of Acquisition and Assistance (OAA), USAID/Afghanistan. The primary purpose of this position is to serve as the Vetting Assistant (VA) and support the VSU in facilitating the vetting process with potential awardees and sub-awardees through coordination with USAID’s Office of Security (SEC) and relevant vetting staff based at the mission and in Washington. The incumbent will be responsible for receiving vetting information from potential awardees and sub-awardees and responding to their questions related to the vetting requests. The incumbent will also be responsible, when delegated by the Vetting Official (VO), for conveying vetting results to awardees and sub-awardees. The incumbent collaborates closely with partner organizations and is directly responsible for ensuring the completeness of data collected, sharing information about vetting procedures, and assisting the VSU in providing training to partner staff on vetting procedures and their applicability. The incumbent reviews vetting requests for accuracy and completeness, while also reviewing or entering vetting requests in the Partner Vetting System (PVS) application and the PVS Portal. The incumbent is responsible for ensuring that Contracting/Agreement Officers (C/AOs), Contracting/Agreement Officer Representatives (C/AORs), implementing partners, and
relevant staff at the mission are properly notified of final vetting determinations. Due to the nature of this position, the incumbent should be highly trustworthy and may need to undergo additional security checks and verification. The incumbent will handle personally identifiable information and will have access to detailed descriptions of activity, financial, and procurement information, as well as project location information, all of which could compromise operational security.

2. **Statement of Duties to be Performed**

The incumbent serves as the VA, assisting in the management of the vetting process from the receipt of vetting requests through the communications of final vetting determinations. The incumbent will manage information on potential awardees/sub-awardees in PVS, including initial review or entry of vetting data, verification of potential awardee’s/sub-awardee’s vetting status, submission of vetting requests, entry/update of award and/or sub-award data, coordination of additional information requests, and communication of vetting results. The incumbent will communicate with, and providing training to, awardees/sub-awardees, in addition to completing data entry requirements, reviewing vetting submissions, tracking vetting metrics, and providing metrics to the Office of Afghanistan and Pakistan Affairs (OAPA), the mission, and the Bureau for Management, as needed.

Main tasks under this area of responsibility include the following:

**Processing Vetting Requests**

- Full and complete understanding of the PVS application/Portal and USAID/Afghanistan’s Mission Order on vetting;
- Vetting database queries, updates, and data entry;
- Review of vetting requests and associated proposed awardee/sub-awardee data for completeness and accuracy;
- Production of vetting requests for awardees/sub-awardees for which vetting is required or requested; and
- Submission of vetting requests to USAID’s Office of Security for vetting, and communication of additional information requests.

**Quality Control & Reporting**

- Exercises quality control checks through open sources over outgoing vetting requests;
- Displays award and awardee data to view and generate reports of vetting results, award details, and awardee details;
- Generates reports for management to analyze different aspects of awardee data, vetting results award details, and other statistical information. As required, gathers data and prepares status reports including analysis of problems and recommendations for corrective actions and improvements;
- Responsible for populating and maintaining data collection tools for direct vetting pilot monitoring and evaluation. Coordinates with OAPA and mission staff to collect and
submit direct vetting pilot metrics to the Bureau for Management on a quarterly basis for monitoring and evaluation purposes; and

- Ensures that vetting requests in PVS are accurate and up-to-date. For requests that are outstanding and/or awards that have been canceled, the incumbent is responsible for ensuring that those requests are either removed from the system or that they properly reflect the status of the award.

**External Communications & Training**

- Acts as liaison between USAID and potential awardees/sub-awardees on questions concerning vetting policy and procedures;
- In coordination with the VO, trains proposed awardees/sub-awardees on how to use the PVS Portal and how to comply with vetting policy and procedures; and
- In coordination with the VO, provides on-the-job training to relevant USAID staff on vetting.

**Records Management**

- Responsible for maintaining filing system for all files related to vetting, including all correspondence, vetting forms, reports, photos, and other related documentation. Ensures integrity of the files. The incumbent keeps original working files, and works with OAPA and mission management as appropriate on the disposition of files and records to storage on a periodic basis as prescribed by the Mission Order or other applicable policies.

**Information Technology Testing and Evaluation**

- During updates of PVS and the PVS Portal, the incumbent will identify and report on the system’s functions and processes to validate their performance and compliance with the Mission Order. Identifies and reports on the accuracy and functionality of the system’s performance, and recommends corrective actions and system acceptance.

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the “Foreign Service National” Fellowship Program, in accordance with USAID policy.

### 3. Supervisory Relationship

The incumbent will receive direct supervision from and will report to the designated Vetting Official. Work guidance may also be received directly from the VO on issues related to vetting, data entry, and reporting. All policy matters and conflicts are discussed with the supervisor. The incumbent will have wide latitude in the performance of daily duties and responsibilities and must have the capacity to work independently, with minimal administrative technical guidance. The incumbent must be able to establish priorities and adhere to and meet established deadlines. Specific instructions will be provided for new or unique assignments. The incumbent is held
responsible for accuracy of the work, which is normally reviewed in terms of results achieved and meeting objectives.

4. **Supervisory Controls**

None.

10. **AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.”

11. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

12. **POINT OF CONTACT:**

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered. **Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a. **Education:** Minimum of two (2) years of college or university education in business administration or business management is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** At least three (3) years of work experience in performing general administrative, clerical, or office support functions, including but not limited to data entry, files and records maintenance and management, is required. Strong oral and written communication skills are required. Prior work experience in an international organization or a diplomatic mission is required. Experience with security, police, or military organization and organizational reporting is preferred but not required. (Work experience requirement must be met at the time of application for the subject position).
c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).

d. **Knowledge:** In order to be successful in this position, the candidate must be able to gain and demonstrate a thorough knowledge of USAID’s vetting policies and procedures within 90 days of employment. The candidate will be required to master all aspects of proficient and effective electronic records maintenance and management. The incumbent must have a good understanding of the operational environment essential to achieve the best results with respect to data entry and verification. The incumbent must have a basic awareness of development, security, and safety issues in Afghanistan and must have a good understanding of various office management procedures and processes.

e. **Skills and Abilities:** In order to be successful in this position, the candidate must have the ability or be able to develop the ability to obtain, analyze, organize, and interpret data, and to present findings in both oral and written form, within 90 days of employment. Must be able to prepare precise and accurate reports with minimal grammatical errors and be able to develop and present briefings. Strong customer service orientation, excellent attention to details, and the ability to maintain confidentiality are absolutely critical for success in this position. The incumbent must have the ability to develop and maintain cordial and trustful relationships with staff internal to the mission as well as with outside contacts; must be tactful yet effective in dealing with C/AOs, C/AORs, team leaders, office directors, and counterparts to solve problems and to ensure the accuracy and completeness of the information received; and must be skilled in the operation of computers and software program applications authorized for USAID use, which may include PVS, Excel, PowerPoint, or other database software and word processing programs.

### III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- Work Experience: 25 points
- Knowledge: 35 points
- Skills and Abilities: 40 points

Maximum Points: 100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

### IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Acquisition and Assistance Assistant (Vetting Support) FSN-08 (SOL#: 72030619R10023).**
Offers must be received by the closing date and time specified in Section I, item 3.

REQUIRED DOCUMENTS:

a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.

b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link [http://www.acbar.org/applicationform](http://www.acbar.org/applicationform). Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

Ø Only short-listed candidates will be notified.

Ø This vacancy is open only to Afghan Nationals.

Ø Applications with unsigned/old DS-174 form will not be considered.

Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.

Ø No in-person appointments or telephone calls will be entertained.

Ø Applications submitted as .RAR and/or WinZip file will not be considered.

Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

Ø Offers must be received by the closing date and time specified in Section I, item 3.

Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRE

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.
VI. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS and ALLOWANCES:**

- a. 25% Unique Conditions of Work Allowance (UCWA)
- b. Defined Contribution Plan (DCF) 12% of the base salary
- c. Transport Shuttle Service to Female Staff Only
- d. Premium Pay
- e. Leave Benefits
- f. Medical Benefits
- g. Death and Disability Benefits
- h. Retirement and other end of service benefits
- i. Travel and TDY Benefits

VII. **TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S. Mission does not withhold year end local income tax payments.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:


4. **Ethical Conduct.**- By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635.-See
EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.