SOLICITATION NUMBER: 72030619R10030

ISSUANCE DATE: May 12, 2019
CLOSING DATE/TIME: May 26, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Development Program Specialist (Budget) - FSN-10 – (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 kblaidfsnjobs@usaid.gov

Sincerely,

Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10030

2. ISSUANCE DATE: May 12, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 26, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Development Program Specialist (Budget) (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-10 (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 (1) year, with the possibility of extension up to a total of five (5) 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 Gender Office (GO) with USAID/Afghanistan. The incumbent works under the direct supervision of the Office Director.

   The incumbent ensures timely and flexible engagement in budget maintenance according to USAID financial regulations and appropriations. The incumbent will maintain detailed and accurate records of all technical office financial transactions along with the history and context for changes. It is the technical office budget specialist that participates in regular coordination with the technical team, the Office of Acquisition and Assistance (OAA), the Office of Program and Project Development (OPPD), and the Office of Financial Management (OFM). The incumbent works closely with the Technical Office to develop multi-faceted budgets in line with the technical vision, strategy alignment, project performance, procurement planning, appropriation regulations, and pipeline analyses based on their unique considerations of that team. This planning process must be repeated with every change in funding levels or procurement planning. The incumbent works with the Program Office to provide data for the Operational Plan, Congressional Budget Justifications, Notifications, USAID appropriation requirements and achieving office alignment with the Country Development Cooperation...
Strategy (CDCS). The incumbent also develops financial analysis tools for the office based on the need to analyze cash flow and ensure that activities procurement planning is based on an accurate understanding of current and planned funding. The incumbent will also analyze trends and mentor Agreement/Contracting Officer Representative (A/CORs) on rigorous financial management.

The incumbent will work closely with the Monitoring and Evaluation (M&E) team to provide data to be used for cost effectiveness analyses, Independent Government Cost Analyses (IGCEs) to ensure budget management, financial management and appropriate internal controls. The incumbent work is closely aligned with monitoring data and mentoring A/CORs on how to combine financial information with monitoring data to achieve peak performance from development activities. They also update data for many reporting functions in Afghanistan including Afghan Info, third party monitoring, OPPD systems and technical office analyses. The incumbent will ensure accurate data for the OFM and ensure accurate data entry and analysis for the Quarterly Financial Reviews. The incumbent will also respond to frequent ad hoc data requests in a timely manner.

The incumbent may also serve as the A/COR for an activity managed by the GO. This would involve working closely with the OAA to be their representative in the day to day management of work planning, financial management, monitoring and evaluation of a development related activity. This will be determined according to the needs of the office, and may include serving as a backstop to other A/CORs.

2. Statement of Duties to be Performed

The incumbent is directly responsible for a variety of complex budgetary, financial and programmatic analyses in support of the team and for activity management as an A/COR.

The position requires strong leadership and management skills, astute judgment, proactive communications and initiative to ensure that the entire team is engaged in rigorous and responsible budgetary and financial management of USAID resources.

A. Budget Management and Reporting

The incumbent ensures timely and flexible engagement in budget maintenance according to USAID financial regulations and appropriations. The incumbent maintains detailed and accurate records of all technical office financial transactions along with the history and context for changes. The incumbent participates in regular coordination with the technical team, the OAA, the OPPD, and the OFM. The incumbent works closely with the Technical Office to develop multi-faceted budgets in line with the technical vision, strategy alignment, project performance, procurement planning, appropriation regulations, and pipeline analyses based on their unique considerations of that team. This planning process must be repeated with every change in funding levels or procurement planning. The incumbent works with the Program Office (OPPD) to provide data for the Operational Plan, Congressional Budget Justifications, Notifications, USAID appropriation requirements and achieving office alignment with the Country Development Cooperation Strategy (CDCS). The incumbent also develops financial analysis
tools for the office based on the need to analyze cash flow and ensure that activities procurement planning is based on an accurate understanding of current and planned funding. The incumbent also analyze trends and mentor A/CORs on rigorous financial management.

B. Program and Project Management

The incumbent may also serve as the A/COR for an activity managed by the GO. This would involve working closely with the OAA to be their representative in the day to day management of work planning, financial management, monitoring and evaluation of a development related activity. This will be determined according to the needs of the office, and may include serving as a backstop to other A/CORs.

The incumbent oversees and evaluates contractor/grantee performance, activity costs and progress, project reporting, timeliness in meeting commitments and achieving the results outlined in the design.

The incumbent provides detailed activity information, draft a variety of procurement documents such as action memoranda, implementation letters, justifications for specific types of procurement, and other ad hoc reporting as required. The incumbent supports the Office Director in procurement planning, design and overall oversight of activities.

The incumbent also coordinates with other technical offices, interagency and other donors as needed to ensure coordination of efforts and avoidance of duplication.

C. Financial Management and Coordination

The incumbent works with OFM, OPPD and OAA when appropriate to collect and disseminate financial information necessary for activity design, implementation documents, IGCEs, trends analysis and ongoing management of the office portfolio. The incumbent maintains accurate records, context data and history to inform office planning. In case of an audit, the incumbent gathers the required data from A/CORs and provides timely responses to inquiries.

The incumbent assists the GO technical team members in preparing accruals, pipeline reports, mortgage analysis, burn rates, etc., to inform forward funding, work planning and performance management process. The incumbent also takes the initiative to alert team members on necessary actions such as extensions, close outs, sub-obligation, incremental funding, etc.

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 works under the direct supervision of the Office Director and/or his/her delegate. The incumbent has a high degree of independence in prioritizing the work load and taking the initiative for analysis and reporting based on perceived needs. All budget decisions are approved by the GO Director.
4. **Supervisory Controls**

None.

10. **AREA OF CONSIDERATION:**

Cooperating Country National (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: kblaidf$sjobs@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:** Bachelor’s degree in Accounting, Financial Management, Economics or Business Administration is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** At least five (5) years of relevant work experience demonstrating increasing responsibility for analyzing and evaluating program and budget issues, professional accounting, or auditing. (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, Skills and Abilities:** The incumbent should possess exceptional understanding of professional accounting principles, theories, practices and terminology. S/he should also be proficient in Microsoft Word, PowerPoint, and have expert level Excel skills. Must be highly organized, detail oriented and have good interpersonal skills for working as a team and under pressure.
III. EVALUATION AND SELECTION FACTORS

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

• Work Experience 30 points
• Knowledge 35 points
• Skills and Abilities 35 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 Development Program Specialist (Budget) FSN-10 (SOL#: 72030619R10030). 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.

For Frequently Asked Questions (FAQs), please refer to below link:

[https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYEIRhN0b9PGdldAc-G0/edit?usp=sharing](https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYEIRhN0b9PGdldAc-G0/edit?usp=sharing)

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

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

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

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.

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 the rejection of their application from further consideration.

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

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

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 HIRES

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.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

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 https://www.oge.gov/web/oge.nsf/OGE%20Regulations.

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.