SOLICITATION NUMBER: 72030619R10031

ISSUANCE DATE: May 19, 2019
CLOSING DATE/TIME: June 02, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Project Management Specialist (Monitoring and Evaluation) - 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.: 72030619R10031

2. ISSUANCE DATE: May 19, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 02, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Project Management Specialist (Monitoring and Evaluation) (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

   The Project Management Specialist (M&E) is a Cooperating Country National (CCN) position housed in the Office of Agriculture (OAG). The incumbent’s main role is to provide expert guidance and support on performance management for OAG’s $600 million portfolio. With the OAG Team leader, the incumbent builds OAG M&E capacity by advising on essential M&E systems in line with the Mission’s multi-tiered monitoring approach and the Automated Directives System (ADS) 200 series. Key to his/her role are supporting the coordination of OAG monitoring, evaluation, assessment, and reporting activities, and strategically linking M&E findings to continuous learning and decision making. The incumbent plays an important quality assurance role, advising OAG on policies, procedures, and guidelines related to performance management.

   2. Statement of Duties to be Performed

   This position serves as the technical point of contact for M&E related actions for OAG, providing performance management guidance and support and contributing to strategy, project
design and development. The incumbent helps ensure lessons learned and best practices are shared with OAG and the wider community of practice. The incumbent provides expertise and technical assistance on OAG outputs, outcomes, and impacts. Supporting the M&E Team Lead, the incumbent integrates this information into USAID/Afghanistan’s M&E systems, programming decisions, and collaboration with partners. The incumbent contributes to the Mission’s intellectual leadership by helping to coordinate and implement OAG capacity in the following areas: performance M&E, documentation and reporting, and program coordination. The ability to keep OAG management up-to-date with issues that affect project performance is important, and the incumbent’s contribution to ensuring the implementation of the multi-tiered monitoring approach will provide the evidence-based data on which leadership can act upon.

The incumbent performs a wide range of duties, including identifying, analyzing, preparing public information materials. This may include reporting program results and performance indicators in a manner easily understood by external stakeholders and the general public; providing guidance to staff; staying abreast of political, social, and economic developments which may affect USAID activities; and identifying and assessing the importance and impact for USAID programs.

The position ensures that Mission monitoring and evaluation efforts are properly planned and carried out in a high quality fashion by doing the following:

**a) Performance Management Guidance and Learning Systems Development**

1. Ensures the implementation of the multi-tiered monitoring approach to verify United States Government (USG) resources are being utilized efficiently and appropriately, fill in information gaps and recommend specific improvements for USAID/Afghanistan’s M&E systems, and collaborating across the mission to ensure learning and adapting approaches are incorporated into activities. In this role:

   - Continuously reviews OAG M&E status by assessing available information on the Mission’s M&E systems, staff capacity, and the linkages of M&E information to decision-making. Provides recommendations on ways to improve M&E capacity and procedures.

   - Coordinates closely with OAG technical teams and relevant Mission support offices on the integration of learning approaches into portfolios.

   - Advises on and oversees OAG M&E data collection and knowledge management to promote better performance management and learning. Explores the feasibility and cost of utilizing technology and innovation in a manner that strengthens the Mission’s programmatic monitoring, coordination, and evaluation.

   - Engages other development partners who are addressing similar assistance objectives to promote effective knowledge and data sharing and use of information.
• Assists OAG with responding to periodic data calls, audits, and taskers, as well as responding to ad hoc requests for information related to monitoring and evaluation and program implementation.

2. With M&E Team Lead, proposes, designs, and conducts studies, strategic analyses, performance and impact evaluations related to OAG projects, programs, and strategy using rigorous data collection and analysis methods.

• Contributes to the Office’s intellectual leadership by helping to coordinate and implement the Office’s analytical and evaluation agenda. The job holder serves as the Office’s expert in charge of development and oversight of the Office’s M&E approaches and strategy, and provides technical guidance on activities.

• Analyzes evaluation findings and lessons learned for applicability to mid-course corrections and future programs, and to ensure that these findings are communicated effectively to Mission staff, partners, and USAID/Washington. Provides recommendations based on key findings from evaluations and assessments for Mission processes and procedures. Identifies cross-cutting issues and opportunities for coordination and leveraging interventions and results across development objectives.

• Assists in preparing scopes of work for assessments and evaluations, participates in contractor selection, reviews evaluation reports, and coordinates the process of providing written comments on draft reports to evaluators.

• Provides technical expertise and guidance to technical teams on: Performance Plan and Report; Portfolio Reviews; Project M&E Plan development; Implementing Partner Quarterly and Annual Reports; Performance Management Plan development; and Monitoring Overviews.

3. Advises OAG Technical Teams on M&E plans in project and activity designs.

• In collaboration with OAG Agreement/Contracting Officer’s Representatives (AORs/CORs), Activity Managers, and On-Budget Managers, the incumbent ensures implementing partner M&E plans contain a performance monitoring framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, and reporting formats for effective monitoring.

• Ensures adequate resources are allocated in project and activity designs to conduct robust monitoring and evaluation activities; advises on and oversees the warehousing and analysis of monitoring and evaluation data and serves as a member of project design teams for one or more technical sectors, providing expert technical advice on development of: monitoring and evaluation plans, log frames, indicators, baselines, and targets.
b) Project Monitoring and Evaluation Support

Reviews and provides guidance to improve results frameworks and indicators for new designs and implementing partner Performance Monitoring Plans. Drafts and reviews M&E plans for new project designs.

The incumbent advises OAG technical offices on the creation of Annual Work Plans and Performance Management Plans. The incumbent works with Agreement/Contracting Officer Representatives (A/CORs), Activity Managers, and On-Budget Managers to make sure plans are well-organized and realistic so that projects will be monitored effectively. Reports on program achievements, assists with implementation of monitoring, evaluation, and reporting systems for OAG programs, coordinates with OAG technical teams, Office of Program and Project Development (OPPD) and others to plan, procure, and implement OAG evaluations, studies, assessments, and surveys.

Liaises with technical offices and OPPD counterparts through the M&E Working Group to keep abreast of new developments related to USAID M&E policies and procedures. The incumbent is responsible for helping technical staff design monitoring plans during the design phases of their projects. This entails helping them create logical frameworks for their projects and helping them think through how they will monitor the relevant indicators during implementation.

The incumbent tracks the monitoring plans of OAG activities to ensure that they are executing their monitoring responsibilities as envisioned. If projects are not effectively monitoring and reporting, the incumbent reports this to the M&E Team Lead and OAG management and recommends a course of corrective action. The incumbent manages, organizes, and maintains project files, both hard copies and electronic files on the USAID system. This includes timely and efficient data submissions to Afghan Info and participation in Mission program reviews, data calls, and presentations.

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 is supervised by the M&E Team Lead.

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: kblaidf5njobs@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 monitoring and evaluation, international development, international relations, economics, statistics, project and/or program management, business administration and/or agriculture field is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** A minimum of five (5) years of progressively responsible experience in development and implementation of projects and/or programs, development of program related evaluations and statistical analysis, development of strategic design and program policy, development of program indicators, data collection and analysis, performance reporting, development and utilization of programmatic monitoring tools, performance evaluation coordination, impact evaluations and knowledge management with bi-lateral or multi-lateral development organizations, government institutions, donor organizations, diplomatic missions, or non-governmental development organizations is 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, skills and abilities:** The incumbent must have a thorough knowledge of research, monitoring, and evaluation in international development and be able to advice on M&E development priorities. Exceptional communication and inter-personal skills are
critical, and the incumbent must be able to interact with a broad range of internal and external partners. The incumbent must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Incumbent must also be able to communicate effectively and accurately with varying levels within the USG structure including representatives of other agencies at Post. The incumbent is required to be able to draft professionally prepare briefing documents, including participation in and leading the drafting of annual technical, programmatic and fiscal reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.

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 30 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 Project Management Specialist (M&E) OAG FSN-10 (SOL#: 72030619R10031). 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_Xgdql4Mq9vroj16fJibBYE1RhN0b9PGdldAc-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.
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 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 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.