



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030620R10032

ISSUANCE DATE: June 18, 2020
CLOSING DATE/TIME: July 02, 2020 (4:30 PM KBL Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) Project Management Assistant – FSN-09 (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** of this solicitation. Incomplete 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 the Point of Contact specified in the Attached 1.

Sincerely,

David Smale
Contracting Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72030620R10032
2. **ISSUANCE DATE:** June 18, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 02, 2020 no later than 4:30 PM Kabul time.
4. **POINT OF CONTACT:** E-mail at kblaidfsnjobs@usaid.gov.
5. **POSITION TITLE:** Project Management Assistant – (Multiple Vacancies)
6. **MARKET VALUE:** Equivalent to **FSN-09 (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.
7. **PERIOD OF PERFORMANCE:** Five (5) years, estimated to start one (1) month following receipt of Security Clearance. Employment contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts.
8. **PLACE OF PERFORMANCE:** Kabul, Afghanistan with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country National (CCN), meaning an individual who is a cooperating country (Afghanistan) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Foreign Service National (FSN) Security Certification.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Office of Democracy and Governance has a Program Support Team, and four Technical Teams: Elections and Political Processes; Governance; Rule of Law and Anti-Corruption; and Civil Society and Media. The incumbent is assigned to the Governance Team, and is responsible for providing assistance to the development and management of the governance team activities, program information systems, preparing necessary program implementation documents, and assisting the technical staff of contractors, grantees and the mission in planning and implementation functions.

The incumbent reports to the Governance Team Lead in USAID/Afghanistan's Office of Democracy & Governance (ODG). As required, she may also provide support to the Elections

and Political Processes; Rule of Law and Anti-Corruption; and Civil Society and Media teams as well. The incumbent assumes primary responsibility for defining, achieving, and reporting on results from USAID programs in democracy & governance development activities.

2. Statement of Duties to be Performed

Under the general supervision and technical guidance of the Office Director, Deputy Director, and the Governance Team Lead, the employee gathers and coordinates democracy and governance activity data to fulfill reporting requirements, serves as a program manager, Contracting/Agreement Officer Representative (C/AOR) and a mission's professional specialist in Democracy and Governance matters.

Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country. General responsibilities include:

Program and Activity Management Assistance:

- a) Assist with the development and management of DG office programs, including financial, technical, and a result reporting on baseline and periodic performance targets. Conduct directly, as a member of a team and with/without staff support, technical analysis. Develop cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment. Manage the schedules of projects as a representative of USAID in Afghanistan. Draft necessary documentation and lead reviews related to project amendments, project contracting, standard USAID reports, and project outreach and communication. Manage performance of financial review and analysis of the financial parameters of the project and prepare project related financial projections.
- b) Assist other ODG A/COR's to review activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government (USG) and host country government. Review contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA) and provide guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
- c) Manage democracy assistance activities in one or more of the following areas: Rule of law, Elections, Political parties, Parliament, Sub-national governance, and Civil Service Capacity Building. In that capacity, incumbent manages activities from inception to completion, and is responsible for all facets of project design and development, including information gathering, needs assessments, feasibility studies, drafting of concept papers and scopes of work, project budget formulation, and evaluation of bids for major projects and programs.
- d) Serve as a A/COR.

- e) Prepare standard USAID program management documents, correspondence, and procurement documents such as Global Acquisition and Assistance System (GLAAS) requests.
- f) Assist with the preparation of standard briefing packages to be used to brief USG officials and visitors.

Program and Activity Reporting Assistance:

- a) Assist with the preparation of program reports on a quarterly or as need basis. Appraise program performance by comparing actual levels of achievement or progress against program targets. Provide project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on ODG activities.
- b) Analyze and report on those aspects of democracy assistance activities at the national and sub-national level relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assess the impact of new developments and interventions regarding democracy assistance in assigned areas.
- c) Perform a variety of research, reporting, contact, monitoring, and analytical duties in support of senior development assistance personnel responsible for the full range of professional development assistance functions.

3. Supervisory Relationship

Under the overall direction of the Program Support Team Leader, or designee, plans and carries out day to day management of portfolio with a certain degree of independence. Assigned duties demand sound judgment, personal initiative, and the ability to assume increasing responsibility. Meet regularly with supervisor to discuss status of projects and related activities.

4. Supervisory Controls

None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** At least two (2) years of college/university studies in Business/Public Administration, Management, Political Science, Democracy and Governance,

International Relations or Economics is required. (Education requirement must be met at the time of application for the subject position).

- b. Work Experience:** Must have five (5) years of relevant work experience in the fields of governance, administration, elections, rule of law, civil society, and/or management support with a development entity involved in programming design, management and implementation is required. (Work experience requirement must be met at the time of application for the subject position).
- c. Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading Dari and/or Pashtu is required. (English language ability will be tested).
- d. Knowledge:** The incumbent must be knowledgeable about and committed to the role democracy and governance plays in a democratic system. In addition, thorough knowledge of statistical methodology and techniques and good understanding of internal democracy & governance reporting requirements and procedures is required. Contacts with appropriate governmental officials and non-governmental professionals are essential. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.
- e. Skills and Abilities:** Incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain professional contacts and be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Incumbent must have professional skills of standard computer skills such as Microsoft Office.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an

efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

All applications will be screened for meeting the minimum requirements (Education and Experience). Successful applications will then be ranked by the TEC on Work Experience (100 Points).

Following the ranking by the TEC, successful candidates will be invited for an English and Proficiency Test (EPT) and a Knowledge, Skills and Abilities Test. Successful candidates for these tests will further be invited for an oral interview. Candidates will be selected on final average scores of the Knowledge, Skills and Abilities and Interview.

IV. SUBMITTING AN OFFER

Applicants are required to complete and submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Project Management Assistant FSN-09 (SOL#: 72030620R10032)**. Offers must be received by the closing date and time specified in **Section I, item 3**.

REQUIRED DOCUMENTS:

- a. Complete the mandatory Google form application available on the following link: https://docs.google.com/forms/d/e/1FAIpQLSfQROiLMX-gM4W49QIm8WIYjS-qGIR32WZuHg9BdTQv8QQHgQ/viewform?usp=sf_link
- b. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- c. Updated version of Application for Employment as a Locally Employed Staff (DS-174, dated 6/30/2022) <https://eforms.state.gov/Forms/ds174.PDF> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- d. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL FOUR ABOVE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, GOOGLE FORM, COVER PAGE, CV OR UPDATED 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

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with 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 application, candidates must also meet in full the experience requirement. There is no exception to 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 disqualification of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- 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 PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

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

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- Defined Contribution Plan (DCF) 12% of the base salary
- Premium Pay
- Leave Benefits (Annual, Sick, Maternity, Nursing, Hajj (Pilgrimage) and Special)
- Medical Benefits
- Death and Disability Benefits
- Retirement and other end of service benefits
- Travel and Temporary Duty (TDY) Benefits

2. ALLOWANCES (as applicable):

- 25% Unique Conditions of Work Allowance (UCWA)
- Transportation Allowance

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 CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: 497 - Accounting Info: Appropriation: 7217/181037 Fund Code: ES-OCO/2017/2018	1	LOT	\$ TBD	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
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>