

SOLICITATION NUMBER:		SOL-306-14-000087-OAG
1.	ISSUING DATE:	June 9, 2014
2.	CLOSING DATE:	June 23, 2014
3.	POSITION TITLE:	Program Management Specialist (Gender/Monitoring & Evaluation)
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-12 (\$60,877 - \$79,138)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, M&E Specialist or the Office Director's designee
8.	SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Employment Authorization for Third Country National
11.	AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC)

POSITION DESCRIPTION: Program Management Specialist (Gender/Monitoring & Evaluation) (TCNPSC)**A. Basic Function of the Position:**

The Project Management Specialist (Gender/Monitoring & Evaluation) will support day to day performance management information needs to assist OAG's leadership make informed decisions on the program portfolio. This will include assisting in the design, monitoring and evaluation of Performance Management Plans (PMP); impact evaluations; ensuring compliance with USAID performance management requirements as indicated in ADS 203- including special requirements of Presidential Initiatives, environmental compliance; and reporting results. The incumbent will lead the development of OAG's gender capacity, coordinate OAG's Gender Working Group meetings with implementing partners and report regularly on gender issues to OAG members. S/he will also be responsible for writing and compiling periodic monitoring and reporting documents.

Major Duties and Responsibilities:

The Project Management Specialist (Gender/Monitoring & Evaluation) will: provide technical assistance to the OAG team and its implementing partners in monitoring the performance of programs; track outcomes and results; coordinate semi-annual portfolio reviews; consolidate and update performance information for Operational Plans; validate, co-validate, and complete indicator tables for the annual Performance Plan and Report (PPR) and other reports; prepare reports documenting performance; and participate in technical reviews of new activities. Specifically:

Monitoring and Evaluation

Incumbent supports and assists the MES with performance management activities, such as fine-tuning of project PMPs and the USAID Mission PMP, Afghan Info data calls, portfolio reviews for Mission and Embassy senior leadership and GIRoA counterparts, project evaluation and Statements of Work.

Incumbent will ensure compliance with USAID policies and regulations and document program impact. The incumbent will: advise on the formulation of project-level performance management plans to track milestones and report on selected standard performance indicators, as well as custom indicators and outputs; ensure compliance with all specific reporting requirements including gender, environment, and all relevant Presidential Initiatives and Congressional earmarks; ensure that appropriate data collection procedures are used, and develop M&E data tracking systems for quality checks; meet all PMP reporting requirements, including quarterly, annual reports, and on-demand reporting requests; and collaborate with OAG teams to respond and gather data for annual reports on aid effectiveness.

The incumbent will assist the Monitoring and Evaluation Specialist (MES) with preparation and analysis of performance data for semi-annual and annual portfolio reviews to determine program progress by the implementing partners and the Mission. The incumbent will document the portfolio review by preparing minutes to capture issues, discussions and recommendations; and monitor quarterly the progress toward completing tasks developed during the reviews.

The incumbent will collaborate with other members of the OAG team to determine which indicators remain relevant and useful as the nature of activities change over time and recommend modifications as appropriate. Additionally, the incumbent will also perform periodic data quality assessments with the MES to ensure validity, integrity, precision, reliability and timeliness of all performance data and assist the OAG technical team members to maintain electronic and hard copy files to meet the Automated Directives System (ADS) requirements.

Gender Integration

The Project Management Specialist (Gender/Monitoring & Evaluation) will stay abreast of gender issues relevant to the OAG's portfolio and will attend events related to gender activities. S/he will coordinate and facilitate quarterly meetings of the OAG Gender Working Group with implementing partners and beneficiaries. Take the lead in providing updates and relevant guidance gender indicators as outlined in the ADS 205 to OAG and implementing partners.

The incumbent will assist the M&E Team with all delegations related to gender and will be required to serve as a liaison for visits to office of agriculture programs, including arranging events, meetings, and site visits.

S/he is responsible for preparing frequent updates, including those from various committees and working groups, and will be required to respond quickly and effectively to requests for information on gender and budget from supervisory staff. The incumbent may be required to make field visits to ensure that gender issues are adequately integrated in OAG projects.

The Project Management Specialist (Gender/Monitoring & Evaluation) will manage the collection and dissemination of information on gender themes, and stay up-to-date on information regarding these themes and coordinate with OAG M&E Team and the OPPD Gender Unit to ensure OAG compliance with USAID's Gender Equality and Female Empowerment Policy.

B. EVALUATION/SELECTION CRITERIA:

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

- a) **Education: (10 Points)** Bachelor's degree preferably in agriculture-related field, business, project management, statistics, social science, or public administration is required. Master's degree is desired in any of the above disciplines.
- b) **Work Experience: (25 Points)** A minimum of five years of M&E experience, preferably for an international organization or a non-governmental organization, is required. Experience should include: monitoring and evaluation database management; survey research; responsibility for research methods; program evaluation; qualitative and quantitative statistical sampling; information analysis; research techniques and methodologies; gender analysis- strategic planning, and integrating gender balance into project design and management; report writing, use of MS spreadsheets, and familiarity with Geographic Information Systems (GIS). Prior experience with the USG and

familiarity with the principles of development assistance will be useful. Experience working in conflict or post-conflict situations is desirable.

- c) **Communications: (10 Points)** Fluent English speaking, reading, and writing skills are required. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear, and complete formats.
- d) **Knowledge: (30 Points)** Incumbent should have a solid experience in gathering, analyzing and interpreting complex development data; solid understanding of the logical framework and results framework models and the management for results approach; knowledge of policies, procedures, and regulations related to strategic development programming, activity development, achieving results, performance monitoring, and activity and program close out is required; thorough understanding of gender issues and gender data collection, analysis and reporting; and knowledge of agricultural development issues.
- e) **Skills and Abilities: (25 Points)** The incumbent must demonstrate the ability to prepare reports and provide briefings to Supervisor and other members of OAG management as required; prepare progress reports based on data collection, field analysis and assessment of agriculture activities; be able to set objectives, plan and follow-through on multiple tasks, as well as demonstrating excellent time management skills critical to managing program reporting tasks are required. The candidate must be flexible and be able to respond to frequent changes. Additionally, the incumbent should demonstrate strong interpersonal skills, including the ability to work effectively with superiors, colleagues and partners as well as maturity, objectivity, resourcefulness, adaptability and sound professional judgment. The ability to establish and maintain professional and effective contacts with OAG implementing partners, GIRA and other donor counterpart agencies, and USAID/Washington offices is required. The incumbent should be a good team player; able to respond to work assignments on short deadlines; have strong computer skills, including good knowledge of Microsoft Office and GIS.

Maximum Points Available: 100.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

C. TERM OF PERFORMANCE

The term of the contract will be for thirteen months. Within four 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 Washington, DC for two weeks of mandatory training (FACT and FAM) before proceeding 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-12. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history and within the salary range under the GS-Scale.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

Physical Demands and Work Environment: Most Mission employees work a six day work week with Fridays off. The average work week is about 57 hours, with all hours over 40 as over time or comp time. 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. Consulate security officers, DoD, and ISAF as relevant.

D. 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.

E. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

F. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave

- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. 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).

G. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract.

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 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
AAPD 06-01	Medical evacuation insurance
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
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
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 (PSCs)
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/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

H. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government OF-0612 form which is available at the following websites:
<http://www.ussc.gov/Employment/of0612.pdf>
2. At current curriculum vitae (CV) or resume;
3. A minimum of three (3) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

APPLYING

All applications must be submitted electronically by e-mail with the subject line “**Program Management Specialist (Gender/Monitoring & Evaluation) (TCNPSC) SOL-306-14-000087-OAG**” to: AfPakJobs@usaid.gov and AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to June 23, 2014 unless revised. The highest ranking applications may be selected for an interview.

Please note that only short listed candidates will be notified.

Point of Contact:

Any questions about this solicitation may be directed to Blein Mesele at:

KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

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**Program Management Specialist (Gender/Monitoring
& Evaluation) (TCNPSC)**

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan