



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: June 17, 2014
CLOSING DATE: July 01, 2014
SUBJECT: Solicitation No. SOL-306-14-000088/OSSD for **Third Country National Personal Service Contractor (TCNPSC) Education Program Specialist**

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the TCNPSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to afpakjobs@usaid.gov **and** AfUSAIDJobs@state.gov

This solicitation will remain open until close of business of July 01, 2014.

Any questions about this solicitation may be directed to Blein Mesele at KabulAIDHR@state.gov.

Sincerely,

Jennifer Scott
D/Executive Officer
USAID/Afghanistan

SOLICITATION NUMBER:		SOL-306-14-000088-OSSD
1.	ISSUING DATE:	June 17, 2014
2.	CLOSING DATE:	July 01, 2014
3.	POSITION TITLE:	Education Program Specialist
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-13 (\$72,391 - \$94,108)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Education Team Leader
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: Education Program Specialist (TCNPSC)**A. Basic Function of the Position:**

The Education Program Specialist will manage, monitor, and evaluate basic and/or higher education activities; significantly contribute to coordination and engagement in project activities and reporting requirements of the Office of Social Sector Development (OSSD); mentor Afghan Foreign Service National (FSN) staff; and perform other duties, as assigned. S/he will serve as Agreement/Contracting Officer's Representative (A/COR) and/or Activity Manager of selected USAID-funded education projects implemented by contractors, grantees, and/or host country government entities. S/he will also provide guidance and support to select Afghan Foreign Service National (FSN) staff to maximize their contribution to the achievement of OSSD's objectives. USAID-funded programs emphasize the building of capacity of the Afghan government and its people, including Afghan FSN staff employed by USAID.

Major Duties and Responsibilities:**1. Basic Education Activities Oversight**

- Serves as Agreement/Contracting Officer's Representative (A/COR) and/or Activity Manager of selected USAID-funded education projects implemented by contractors, grantees, and/or host country government entities.
- Serve as OSSD focal point for a particular technical area in education, specifically early grade reading and math, learning assessments, school management, and capacity building; cross-cutting education topics; i.e., gender, youth, etc.; and/or serve a coordination function.
- Collects and reviews quarterly and annual program and financial reports and other required deliverables from contractors, grantees, and/or host country government entities. Tracks progress and provides technical feedback and direction to ensure consistency with USAID regulations; ensures projects are on track and deliverables are acceptable; and promotes activity effectiveness and sustainability.
- Exercises independent judgment in areas such as project management, though not a policy-maker. Work involves formulating projects, assessing program effectiveness, and investigating and analyzing a variety of unusual conditions, problems or questions.
- Reviews financial reports from contractor and grantee implementing partners with special attention to financial indicators (expenditures, pipelines, and congruity of expenditures against activities).
- Maintains databases related to the collection of information on project progress, objectives achieved and funds obligated, accrued, and disbursed.
- Responds to requests from USAID/Washington, Congress, U.S. Embassy, MoE, NGOs and other entities working in the sector and drafts official correspondence.
- Drafts official USAID documentation such as Congressional presentations and briefing papers, annual reports, action/decision Memos, Project Appraisal Documents, Implementation Letters, and procurement documents in consultation with the Supervisory Education Officer and Office Director.

2. Coordination and Engagement

- Liaises with the Ministry of Education, USAID/Washington, the interagency (military, State Department, etc.), multinationals agencies (UNESCO, UNICEF, World Bank, etc.) other education donors and stakeholders, and USAID/Afghanistan offices to ensure projects are on track and in alignment with the Afghanistan National Development Strategy, National Higher Education Strategic Plan, National Education Strategic Plan, USAID Education Strategy, and other U.S. and Afghanistan policies and strategies.
- Maintains contact with individuals or groups from inside and outside of USAID to influence/motivate people or groups. S/he must be skillful in determining the appropriate approach in negotiating and persuading others.
- Collaborates with key donors and other stakeholders working in the area of basic, higher or non-formal education.
- Builds and maintains professional relationships with Mission employees, USAID/Washington staff, consultants, implementing partners, government officials, donor agencies, and other education sector entities
- Exercises extensive, consistent and superior judgment in managing the implementation of all aspects of his/her responsibilities, work with minimal supervision and wide latitude in planning and executing assignments with regard to the education sector.
- Works closely with Mission offices, donor organizations, and NGO implementing partners, and mid-to high-level Government of Afghanistan's officials. The incumbent will be expected to use all USAID policy and procedure available at the Mission and carry out USAID A/COR responsibilities.

3. Monitoring and Evaluation

- Conducts monitoring and evaluation activities and ensures projects are being successfully implemented through five-tiers of verification: USAID or USG sources, implementing partner, Government of Afghanistan, civil society, and 3rd party independent monitors.
- Participates in activity assessments and evaluations and develops program recommendations based on USAID comparative advantage; security permitting, conducts visits to project sites and reports successes as well as inconsistencies/problems; contributes to the data collection and synthesis necessary for the preparation and revision of Performance Monitoring Plan (PMP), Annual report, the Operational Plan and other required documents.
- Collects and reviews quarterly and annual program reports from contractor/grantee implementing partners, or host-country government, provides feedback on reports, and works with partner to resolve challenges and implementation issues.

4. Reporting and Conducting Presentations

- Writes reports or significant sections of reports as required of OSSD.
- Collects and synthesizes information and data from various sources to be included in reports such as Program Performance Reports (PPR), Operational Plans (OP), quarterly and annual reports, audit reporting, quarterly data calls from the Special

Investigator General for Afghanistan Reconstruction (SIGAR), briefing documents, cables, and ad hoc reporting requests for various audiences including USAID/Washington, Congress, and the U.S. Embassy.

- Conducts presentations on the education sector, program, projects, topics and issues to various USG, GIRoA, and other audiences, as needed.

5. Mentoring and Capacity Building

- Provides mentoring and skill building support to Afghan FSN staff in various technical areas of education and in effective USAID project management, as needed. Responsible for providing day-to-day technical and procedural guidance to select FSN staff who are charged with the implementation, monitoring, and evaluation of education activities.
- In coordination with the Mission Gender Advisor and OSSD FSN staff serving on the Mission Gender Team, analyzes on going and planned activities to ensure that USAID funded work addresses the needs and opportunities for the education of girls and women.

B. EVALUATION/SELECTION CRITERIA:

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

- Education: (15 Points)** A Bachelor's degree in any of the social sciences stream to include but not limited to international development, basic education, education development, or a particular area of education, such as teacher education, curriculum development, early grade reading and math, learning assessments, community-based or non-formal education is required. A focus on comparative and international education is a strong plus. A master's degree in any of the relevant disciplines is desired.
- Work Experience: (25 Points)** A minimum six years of progressively responsible experience in program/project management with a proven track record of programmatic accomplishment which includes program and/or activity management, planning and analytical skills. Experience managing programs/projects in basic education, early grade reading and math, girls' education, learning assessments, or community-based/non-formal education is required.
- Communications: (15 Points)** Level IV (Fluent) speaking/reading English language communication skills required. Proven ability to communicate effectively in writing.
- Knowledge: (25 Points)** Strong knowledge of procedures and systems for strategic planning, monitoring and evaluation, and activity design and management is required. Demonstrated ability to interact effectively with a broad range of stakeholders, such as host country government officials, non-governmental organizations, and USG and local staff. Good knowledge of USG policies and procedures is preferred. Knowledge of the political and social context of Afghanistan and its educational system is highly desirable. Knowledge of the principles of acquisition of early grade reading and math skills is preferred.
- Skills and Abilities: (20 Points)** Demonstrated activity and people management skills are essential. Strong communication and interpersonal skills in cross-cultural settings are

required. Ability to interact effectively with a broad range of USAID and USG officials, other donors, implementing partners, clients, international organizations, host country government officials and NGO counterparts is highly desirable. Agreement/Contracting Officer Representative (A/COR) certification is strongly preferred.

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 (13) 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-13. 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> or <http://fms.treas.gov/hrd/forms/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 “**Education Program Specialist (TCNPSC) SOL-306-14-000088-OSSD**” 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 July 01, 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. Application must be submitted only to both email addresses stated under “Applying”.

Place of Performance

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