

<b>SOLICITATION NUMBER:</b>		SOL-306-14-000100/OPPD
1.	<b>ISSUING DATE:</b>	August 19, 2014
2.	<b>CLOSING DATE:</b>	September 10, 2014
3.	<b>POSITION TITLE:</b>	Project Management Specialist (M&E Database Management)
4.	<b>NUMBER OF POSITIONS:</b>	One
5.	<b>MARKET VALUE:</b>	GS-11 (\$50,790 - \$66,027)
6.	<b>ORGANIZATIONAL LOCATION OF POSITION:</b>	USAID/Afghanistan
7.	<b>DIRECT SUPERVISOR:</b>	USAID/Afghanistan, Office of Program and Project Development, OPPD M&E Team Leader
8.	<b>SUPERVISORY CONTROL:</b>	Minimal. The incumbent is expected to act independently with little direction.
9.	<b>PERIOD OF PERFORMANCE:</b>	13 months with an option for renewal
10.	<b>SECURITY ACCESS:</b>	Employment Authorization for Third Country National
11.	<b>AREA OF CONSIDERATION:</b>	Third Country National Personal Service Contractor (TCNPSC)

**POSITION DESCRIPTION: Project Management Specialist (M&E Database)**

**A. BASIC FUNCTIONS OF THE POSITION**

As a member of USAID/Afghanistan's Monitoring and Evaluation team, the Project Management Specialist (M&E Database Management) will lead the Mission in the implementation of the Afghan Information system, including engaging with key Afghan Info stakeholders such as Mission staff, implementing partners, and the USAID Afghan Info software development team based in Washington, DC. The incumbent will undertake assessments and provide recommendations and briefings relating to Afghan Info to the Office of Program and Project Development (OPPD) leadership as the primary system coordinator for Afghan Info in USAID/Afghanistan. S/he will directly supervise the Foreign Service National Project Management Assistant (M&E Database Management) in the M&E Team.

The incumbent is the primary interlocutor between USAID/Afghanistan and the Afghan Info software development team, and users of the system both internally in the Mission and externally such as implementing partners. The incumbent manages a broad range of responsibilities with regard to the Afghan Info system, including: a) working with the software development team to refine the system, troubleshoot issues, and provide user support as necessary; b) providing training on the system for new users; and c) generating information culled from Afghan Info to support Mission staff through reports, visuals and other work aids. The incumbent is also expected to monitor usage of the Afghan Info system and create analytical reports detailing system usage in order to ensure that data is being entered in accordance with Mission guidelines.

The incumbent will also be the primary point of contact for USAID inputs into the Government of the Islamic Republic of Afghanistan (GIROA)'s Development Assistance Database (DAD). The incumbent will be responsible for routinely maintaining and updating information in USAID's DAD matrix for transmission to the GIROA Ministry of Finance (MoF) for inclusion in the DAD database. The incumbent will be required to coordinate with USAID/Afghanistan's Office of Financial Management and Office of Acquisition and Assistance, as well as other Chief of Mission entities such as the State Department, to ensure information being provided to GIROA is accurate and up-to-date, as well as filter out information that may be considered sensitive or classified. The incumbent will also communicate directly with the MoF for technical guidance and updates on the DAD system.

**Major Duties and Responsibilities:**

**System Co-ordination:** The incumbent identifies situations where information in Afghan Info is incorrect, incomplete, inconsistent, and nonexistent or imperfectly communicated, which will require the incumbent to identify and implement remedies to these problems. Such remedies may include providing more or improved training materials, holding additional training sessions or persuading Mission management to encourage use of the system. As system coordinator, the incumbent will be expected to lead the evolution of Afghan Info by designing and prioritizing new features and reports, working closely with Mission personnel at all levels. In collaboration with the software development team, the incumbent will schedule system enhancements, test new features once they are implemented, and introduce these features when they are complete. The incumbent will work with all parties involved in

the use of Afghan Info to make adjustments to the system as necessary in order to ensure the systems practicality and applicability for Afghan Info users.

**Training and Documentation:** The incumbent will develop a detailed understanding of the USAID/Afghanistan's performance management processes and Afghan Info. As the Mission's most knowledgeable user of Afghan Info, the incumbent develops training materials for project managers, implementing partners, including GIRoA, and other users of the system both inside and outside the Mission. The position requires scheduling and conducting training sessions with these parties and provides follow up sessions as the system changes and new staff comes on board with the Mission. In addition to developing training materials, the incumbent will develop system documentation as needed for audiences inside and outside the U.S. Government, and presents the system to those parties as needed. The incumbent will train the Foreign Service National Project Management Assistant (M&E Database Management) that he/she supervises so that this latter individual may serve as a suitable backstop.

**User Support and Trouble Shooting:** The incumbent will send out Afghan Info system notices and serves as the primary point of contact for support requests from users of the system. Requests may appear by e-mail, phone or in person and require that the incumbent address issues in a tactful, patient and polite manner. In cases where the issue involves a system defect, the incumbent will report issues to the Afghan Info software development staff and provides an estimate as to when the issue will be resolved. Additionally, the incumbent is expected to develop system notices for transmittal to some or all users when serious defects are discovered and resolved. The incumbent will also provide periodic bulletins highlighting new features and examples of how the system can be put to best use. The incumbent will also work to refine system and identify areas of the system requiring additional development or support. The incumbent will mentor the Foreign Service National Project Management Assistant (M&E Database Management) that he/she supervises so that this latter individual becomes capable of providing adequate support and troubleshooting.

**Information Resource for Mission:** Afghan Info includes facilities for reporting, but it is often necessary to present the system in novel ways, such as combining it with information from other sources. The incumbent may be required to produce briefing materials for Congressional delegations, senior USAID/Afghanistan staff, GIRoA officials, and oversight officials. These materials may need to include tables, text, graphs, diagrams, or maps, and could involve using tools such as Microsoft Excel and PowerPoint. The incumbent is also required to create reports on system usage, including identifying where information has not been updated and ensuring accountability of data being entered into Afghan Info. Information requests can come with short deadlines, requiring reprioritizing planned tasks for him/herself and for the Foreign Service National Project Management Assistant (M&E Database Management) that he/she supervises.

## **B. EVALUATION/SELECTION CRITERIA:**

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

**Education:** A Bachelor's degree in information technology, database, administration, computer and information science or other related field is required.

**Work Experience:** At least five years of relevant experience in management of development activities, project management, monitoring and evaluation, development assistance, or related experience with international donors, GIRoA, the World Bank, or other private institutions is required.

**Language Proficiency:** Level IV (Fluent) speaking/reading of English language is required.

**Knowledge:** The incumbent must have a good understanding of international aid and strong knowledge of Afghanistan's regions. The candidate should have demonstrated knowledge of monitoring and evaluation concepts, principles, practices and standards. Incumbent must have a good knowledge in program development and design; with an understanding of financial planning, formulation and execution. The incumbent is required to have the ability to establish and maintain contacts with high-level GIRoA officials, implementing partners and interagency colleagues.

The incumbent must be competent in the use of Microsoft Office Suite, data bases relevant to M&E. Demonstrated ability to make presentations logically and persuasively to United States Government (USG) officials, Government of Afghanistan officials, and USAID implementing partners is needed. The incumbent is required to write cogent and comprehensive quarterly reports for USAID leadership. During open forums where dissenting views are expressed, the incumbent must be able to influence dissenters to consider regional characteristics and best practices into programming by presenting facts and figures effectively.

**Skills and Abilities:** The incumbent is required to work closely with all USAID/Afghanistan technical teams, including Washington, DC-based software development staff, field staff, implementing partners, and Afghan officials. The incumbent must be able to analyze and solve complex problems independently while still working as a member of a team. The incumbent must have a good understanding of information within the discipline or managing significant operations. The incumbent must be able to understand and convey technical matters across political and operational environments of the government to local officials. The incumbent must be able to give detailed and elaborate analyses of USAID programming in Afghanistan as well as lessons derived from this programming to USAID colleagues and leadership. The incumbent will be required to handle many overlapping tasks with changing priorities due to heavy disruption. The incumbent must demonstrate high level of diplomatic and interpersonal skills.

Excellent presentation, analytical and writing skills specifically, experience in the independent analysis, interpretation, and presentation of complex data orally in precise, accurate, clear and complete written formats is required. The incumbent transmits and receives information by phone, fax, email and letters form Government officials, USAID partners and the general public (both American and afghan). Most communications and coordination are at the support and mid-level staff for USAID, implementing partners, Afghan government and U.S Embassy.

**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 on Foreign Affairs Counter Threat (FACT) and Afghanistan Familiarization Course (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-11. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

**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.**

**The Personnel Service Contract (PSC) for this position will entitle 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, Annual Leave or Compensatory time for the breaks can be used.**

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, Department of Defense (DoD) and International Security Assistance Forces (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 clearance from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

### **F. BENEFITS AND ALLOWANCES:**

SOL-306-14-000100/OPPD      **Project Management Specialist (Monitoring and Evaluation Database Management)**

As a matter of policy, and as appropriate, a Personnel Service Contract (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 and life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual and 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 Project Management Specialist (M&E Database) (TCNPSC) "OPPD14-000100" to:

[AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)

Attention: USAID/Afghanistan  
Human Resources Office

SOL-306-14-000100/OPPD      **Project Management Specialist (Monitoring and Evaluation Database Management)**

Applicants may submit an application against this solicitation at any time but prior to the closing date mentioned above unless revised. **Please note that only short listed candidates will be notified.**

**Point of Contact:**

Any questions about this solicitation may be directed to: [KabulAIDHR@state.gov](mailto: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.

**Place of Performance**

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