

SOLICITATION NUMBER:		SOL-306-14-00057/OAG
1.	ISSUING DATE:	May 11, 2014
2.	CLOSING DATE:	May 25, 2014
3.	POSITION TITLE:	Program Analyst (Monitoring and Evaluation Specialist)
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-12 (\$60,77 - \$79,138)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Office of Agriculture, Policy & Program 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: Program Analyst (Monitoring & Evaluation Specialist)**Basic Functions of the Position**

The Program Analyst (Monitoring and Evaluation Specialist) will serve in the Office of Agriculture (OAG), and will be supervised by the Policy & Program Team Leader (PPTL). The incumbent is responsible for all aspects of performance management, strategic field oversight, and coordination of field performance monitoring activities for OAG programs. The incumbent also assists as needed in consolidating written responses to time-sensitive taskers for a variety of Mission, Embassy, and USG audiences; and plays a critical role in building OAG's capacity in program performance monitoring functions. It is therefore essential that the incumbent have outstanding English language skills, knowledge of US Government affairs and practices, and previous experience with USAID performance monitoring and reporting, and ideally knowledge of the agriculture/natural resources management sector development. This position requires substantive situational assessment, interpretation, judgment, and strong decision-making skills. The incumbent performs a wide range of duties, including identifying, analyzing, and preparing public information materials; reporting program results and performance indicators in a manner easily understood by external stakeholders and the general public; providing guidance to Locally Engaged Staff (LES); staying abreast of political, social, and economic developments which may affect USAID activities; and identifying and assessing their importance and impact for USAID agriculture and natural resources management programs.

Major Duties and Responsibilities:

The incumbent is based in Kabul in the USAID/Office of Agriculture (OAG), and reports to the Policy & Program Team Leader. The incumbent serves as technical lead for OAG's performance management, communication, and field coordination efforts in-line with Mission policies and standards. Main responsibilities include:

1. Advises the Office Director, Deputy Office Director, and PPTL on performance management and field oversight technical and strategy issues.
2. Supervises and guides the OAG Monitoring and Evaluation Team activities on performance management including fine-tuning of project performance management plans (PMP) and the USAID Mission PMP, Afghan Info data calls, portfolio reviews for Mission and Embassy senior leadership and GIRoA counterparts, project evaluation Statements of Work, and others to be identified. The incumbent works closely with OAG CORs/AORs and implementing partners responsible for performance monitoring and communications.
3. Advises and works closely with all office staff – American, TCN, and FSN on all aspects of performance monitoring, communications, site visits, countdown meetings, close-outs, workshops, etc. specifically staff in the USAID/Afghanistan- Office of Programs & Project (OPPD) and Office of Acquisition & Assistance.
4. Provides technical and organizational leadership on the design, implementation, monitoring and evaluation of activities, and works to ensure that partners meet their performance targets in accordance with agreement or contract requirements.

5. Leads the Monitoring and Evaluation Team in preparations for high-level USG visitors. Provide oversight on preparation of high-quality briefing materials, scene setters, and meetings/briefings with partners.
6. Conducts strategic field and program site visits – field security and weather permitting – to monitor OAG program and implementing partner performance. Meets with stakeholder and counterparts to assess progress in the implementation of activities at the local, district, and provincial government level, as appropriate.
7. Provides technical oversight on OAG programmatic activities, ensuring performance indicators are tracked accurately and used to revise strategy as necessary. Coordinates with other members of OAG to ensure data submitted on activities are complete and consistent for reporting in the annual report, portfolio reviews, annual budget, pipeline analyses, and other required reporting.
8. Keeps the OAG staff abreast of current events in Afghanistan that impact activities or cooperation. Conducts consultations with field implementing program officers, On Site Monitors, and other stakeholders and tracks field issues. Collects, analyzes, and synthesizes information to inform and strategically guide program planning and performance management/oversight efforts.

A. EVALUATION/SELECTION CRITERIA:

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

- a) **Education: (15 points)** A Bachelor's degree in business administration, public administration, economics, mathematics, agriculture or related field is required. Education or training in performance monitoring is desirable. Master's degree in any of the above listed disciplines is preferred.
- b) **Work Experience: (30 points)** At eight (8) years of progressively responsible experience managing performance monitoring and evaluation; data validations; planning; quality controls; qualitative and quantitative statistical sampling; information analysis; the design and implementation of assessments; developing analytical reports; conducting survey/field research; integrating gender balance into project design and management and familiarity with Geographic Information Systems (GIS) is required. Experience working in conflict or post-conflict situations is desirable.
- c) **Language Proficiency: (10 points)** Level IV (Fluent) of English-language speaking/reading capability is required.
- d) **Knowledge: (25 points):** A thorough knowledge of performance evaluation policy and reporting requirements with a demonstrated experience in gathering, analyzing and interpreting complex development data is required. A 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, achieving results, performance monitoring, and activity and program close out is required. Understanding of gender issues and gender data collection, analysis and reporting with a knowledge of agricultural development issues is needed. Proficiency in Microsoft Office Suite is a requirement. .

- e) **Skills and Abilities: (20 points)** Demonstrated ability to effectively manage multiple complex and competing tasks; demonstrated ability to exercise significant, independent professional judgment; must be able to recognize operational problems and issues and be capable of crafting information messages in various formats (e.g. reports, press releases, cables, etc.) targeting a variety of audiences both local and stateside is needed. Demonstrated ability to work collaboratively, build consensus, mentor and effectively coordinate with OAG team members and implementing partners in a multi-cultural setting will be required.

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners is required. Sound professional judgment with a demonstrated ability to interact effectively with host country officials, representatives of international organizations, donors, PVOs, NGOs, and officials of other USG agencies is required.

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.

B. 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.

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.

C. 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.

D. 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.

E. 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).

F. 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>

G. 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 Analyst (Monitoring & Evaluation) (TCNPSC) OAG-14-00057” 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 May 25, 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.

Place of Performance

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