

SOLICITATION NUMBER:		SOL-306-14-00059/OAG
1.	ISSUING DATE:	August 19, 2014
2.	CLOSING DATE:	September 10, 2014
3.	POSITION TITLE:	Agriculture Program Specialist
4.	NUMBER OF POSITIONS:	Multiple
5.	MARKET VALUE:	GS-12 (\$60,877 - \$79,138)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Office of Agriculture, Regional Agricultural Development 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)

A. BASIC FUNCTIONS OF THE POSITION

This is a high-level professional management position that requires hands-on technical skills, well-developed interpersonal and managerial skills, sound judgment, and the ability to develop credible relationships within USAID and with Afghan government counterparts. The incumbent is required to maintain contact with high-level host government officials, donor and UN agencies and represents USAID in high level working groups related to agriculture and natural resources management in Afghanistan. The incumbent will assist in the coordination of the Office of Agriculture project activities with other departments within USAID as well as other donors and NGOs. The incumbent will gather information, review proposals, work plans, and strategies, and coordinate meetings or visits with government and NGO counterparts and donors.

The incumbent serves as an Alternate Activity Manager and Alternate Agreement Officer Representative (AOR) and Contracting Officer Representative (COR) of various projects in the Office of Agriculture's portfolio. In this capacity the incumbent will oversee and evaluate contractors and grantees performance, project cost and progress, obtain and provide detailed project information; draft and process action memoranda and scopes of work and make on-site visits (field security and weather permitting) as well as assist other Activity Managers in portfolio administration.

The incumbent will be responsible for monitoring contractors/grantees, engaging with implementing partners and exercising initiative and independent judgment in planning and implementing project activities. This will include monitoring activities and intervening as necessary to ensure tasks are responsive to the terms and conditions relevant to USAID agreements/contracts, as well as the needs and expectations of implementing partners. The incumbent will ensure that all audits and evaluation requirements are fulfilled.

The incumbent will have responsibility for drafting, preparing, and processing of OAG programs and projects' achievements and deliverables; s/he will update program related documents, briefers, presentations and other documents as requested by the Mission's Development Outreach Communications Office and OAG Management. The incumbent will assume responsibility for defining, achieving, and reporting on results from USAID investments in agriculture and natural resources management activities in Afghanistan.

Major Duties and Responsibilities:**Project Management - Strategic Planning, Program Design and Implementation**

The incumbent will provide technical assistance in the development and management of a wide range of projects/programs in the Office of Agriculture including detailed information gathering, project design, supervision and management. The position requires initiative and exercise of independent judgment in activity planning and the identification of problems and requires follow up actions. The incumbent interacts with implementing partners' project managers, advisors and host country counterparts. The incumbent will also coordinate with project implementing offices to translate recommendations into effective action plans. Specific responsibilities include:

- Assist in developing technical guidance on USAID's portfolio of agricultural and natural resources management activities. This may include monitoring development activities and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements. The incumbent will report on the effectiveness of program implementation through monitoring via site visits and review of technical reports.
- Review proposals and assist in the analysis of needs, conceptual design of activities, and the preparation of program descriptions, amendments, and related statements of work.
- Assist with project management, including tracking and regular reporting on progress toward achieving the goals of the Office of Agriculture programs. The incumbent will support team activities related to reporting for the Mission Performance Plan, Annual Reports, Congressional Notifications, and other strategic planning and reporting documentation for Afghanistan.
- Participate in Technical Evaluation Committees (TEC) to evaluate and select contractors and grantees. Provide technical review of project performance in terms of achieving physical and financial targets and attainment of projects' goals and objectives.
- Assist OAG team members in portfolio administration including overseeing, evaluating, and monitoring contractors/grantees performance, project costs and progress.
- Supervise contractor staff and coordinate assigned activities and projects. Assist with the preparation and submittal of the annual evaluation of contractors' performance as required. Coordinate with contractors and grantees to drive projects to completion.
- Exercise considerable initiative and independent judgment in planning and implementing project/program activities. Intervene as necessary to ensure that the program/project activities meet the terms and conditions of relevant USAID agreements.
- S/he will manage all assigned work independently according to established Mission policies, practices and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent may participate in the gathering of information for baseline and annual statistics on the progress of the programs.
- Review contracts/agreements in consultation with the Office of Acquisition and Assistance and provide guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
- Review financial reports from implementing partners, monitor expenditures, process contractor invoices, prepare pipelines, accruals, and program modification requests. Track commitments, obligations and de-obligation actions. Closeout completed activities.

Strategic Leadership, Technical Advice and Policy Dialogue

- Analyze and report on agricultural development and natural resources management related topics which contribute to effective agricultural program design and support of alternative development and natural resources management activities. OAG is interested in a wide range of issues such as: the structure of rural farms in relation to modern innovation, watershed management, irrigation, the impact of existing policies on the development of the agricultural input industry, opportunities for Afghanistan to improve monitoring of imports and exports and other related topics.
- Provide substantial technical assistance in planning and preparing new undertakings. Serve as a team-member for the design and development of new or modified programs, activities, and feasibility studies. Lead coordination with other United States Government (USG) partners, such as United States Department of Agriculture (USDA), and Regional Command Field Teams to ensure synergy of activities and identify opportunities and risks for agricultural development activities.
- Develop and support the dissemination and discussion of information concerning the Mission's agriculture and natural resources management programs through participation in the seminars, workshops and conferences.
- Assist in the coordination of the Office of Agriculture project activities with other technical offices within USAID/Afghanistan and the Agency at large.
- Provide expert advice on agricultural development and policy analyses to support the capacity building of government institutions, such as the Ministry of Agriculture, Irrigation and Livestock (MAIL) and other related government ministries and departments. Perform other related duties as required, such as leading technical meetings, facilitating workshops, etc.

Program Reporting – Analysis, Assessment, Research, Communications

- Manage the progression project updates on OAG's achievements and deliverables. Draft informative documents such as project portfolio briefers, project amendments, project contracting, AID/W reports, Fact Sheets, and other outreach and communication info products.
- Assist in reporting on the results from USAID/Afghanistan's investment in the agriculture and natural resources management sectors through the elaboration of related results frameworks and the completion of program monitoring plans, annual reports and other periodic reports, draft press releases, etc.
- Develop information tracking systems and maintain project and program files, including databases on project performance, implementation progress, disbursement of funds, and achievement of objectives.
- Draft official USAID documentation such as letters to host governments, embassies, and partners; annual reports, assistance and acquisition documents, action memoranda and other documentation related to the agriculture and natural resources management sectors.

B. EVALUATION/SELECTION CRITERIA:

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

Education: A Bachelor's degree in agriculture, agricultural economics, business administration, management, agronomy or a related social science field is required. A Master's degree in any of the above listed disciplines is preferred.

Work Experience: Minimum of five years' experience in program/project management in the area of agricultural development, policy development, credit analysis, trade, small and medium enterprises, or marketing, with government or non-governmental organizations required.

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

Knowledge: Strong knowledge of agriculture issues, analytic planning, evaluation, data dissemination techniques, and policy analysis and development is required. Familiarity with USAID programming policy, regulations, donors and development strategies particularly in the area of program/project management is desirable. General knowledge of Afghanistan's economic, social, cultural, political characteristics and development environment in Afghanistan and neighboring countries is desirable.

Skills and Abilities: Ability to assume the initiative and work independently with minimum or no supervision and acuity in managing USAID-financed projects is needed. Incumbent must possess maturity, stability, objectivity, resourcefulness, adaptability, and the applicability of sound professional judgment. Ability to conceptualize, analyze, identify problems, develop solutions, and exercise sound judgment and present information and to draft clear documents; establish and maintain counterpart contacts in host-government implementing agencies and related private sector organizations and ability to effectively communicate and work with superiors, subordinates, colleagues, and partners, both inside and outside the Mission orally and in writing is required.

Incumbent must have strong interpersonal skills, the ability to work effectively in a multicultural team environment to achieve consensus on project and administrative matters is needed. Incumbent must be proficient in using MS Office suite.

Incumbent must have the ability to work under pressure and produce results quickly being sensitive to USAID relationships with the Embassy, other donors, Private Volunteer Organizations "PVOs", Government of the Islamic Republic of Afghanistan (GIRoA) and private and public organizations and ability to monitor PMPs and make evidence-based decisions and adjustments to implementation

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 to eight 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, D.C. for two weeks of mandatory pre-deployment training on/for Foreign Affairs Counter Threat (FACT) and Afghanistan Familiarization Course (FAM) before proceeding to Post/Kabul, Afghanistan to perform the above services. Contract 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, and any/all hours worked above the regular 40-hours work-week are considered over time or comp time, and require advanced request/approval before any/all actual work is performed. Work in the office is mostly sedentary; any/all travel to program-activity implementation sites within and/or outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval and may need to be closely monitored and/or coordinated with other entities operating in the theater/Afghanistan (e.g. Department of Defense, U.S. Army, International Security Assistance Forces (ISAF), etc.).

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 are housed on the heavily guarded and fortified U.S. 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 Agriculture Program Specialist (TCNPSC) OAG-14-00059” to: AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above 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: 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