

SOLICITATION NUMBER	SOL-306-15-000057/OPPD
ISSUING DATE	March 23, 2015
CLOSING DATE	April 6, 2015
POSITION TITLE	Management and Program Analyst
NUMBER OF POSITIONS	Single
MARKETING VALUE	GS-12 (\$61,486 - \$79,936) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION	USAID/ Afghanistan
DIRECT SUPERVISOR	Project Design Team Lead
SUPERVISORY CONTROL	Minimal. Incumbent is expected to act independently with little direction.
PERIOD OF PERFORMANCE	13 months with an option for renewal.
SECURITY ACCESS	Employment Authorization for Third Country National
AREA OF CONSIDERATION	<p>Third Country National Personal Service Contractor (TCNPSC)</p> <p>“Third Country National means an individual:-</p> <p>(i) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty - Afghanistan, and</p> <p>(ii) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expense</p>

Background:

The United States Agency for International Development (USAID) Mission to Afghanistan is seeking a Third Country National (TCN) to provide services in the Office of Program and Project Development (OPPD), the Mission's Program Office.

USAID/Afghanistan is USAID's largest bilateral portfolio in the world, with over \$13 billion spent on development programs since 2002. USAID focuses on building the capacity of the Afghan government, people, private sector, and civil society to take ownership of long-term development and reconstruction efforts. USAID's strategy in Afghanistan focuses on three major areas: (1) expanding sustainable agriculture-led economic growth; (2) maintaining and enhancing gains in health, education, and the empowerment of women; and (3) improving the performance and legitimacy of the Afghan government. With an FY 2013 budget for Afghanistan of \$1.8 billion, USAID continues to design and implement activities in a wide range of sectors including agriculture, business development, infrastructure (especially in energy), governance and rule of law, health, education, and gender.

Basic Functions of the Position:

Incumbent will be part of the Project Design Team in OPPD and report to the Project Design Team Leader. The incumbent will work with teams to plan and design USAID development activities in Afghanistan; will supervise and train/mentor Afghan Foreign Service National (FSN) to enhance their skills in project design and related areas as needed.

The incumbent will establish effective working relationships within USAID and the USG as well as the Government of Islamic Republic of Afghanistan (GIROA) and international community, when appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities.

Major Duties and Responsibilities:

Incumbent supports OPPD's efforts to address design requirements for the Afghanistan Mission across the entire portfolio, ensuring compliance with USAID regulations and exercising quality control so the projects achieve the desired results. The Incumbent will perform the following duties:

1. Backstopping Technical Offices

The incumbent will work closely with staff from one or more of USAID/Afghanistan's technical offices to ensure new project designs and modifications of existing projects are properly planned and carried out in a high-quality fashion. This requires extensive interaction with staff from the technical offices, the Office of Acquisition and Assistance, and the Office of Financial Management. Duties include: advising technical offices regarding Agency and Mission-specific rules for designing new projects and amending existing projects; backstopping one or more technical offices for project design work; and assisting technical office staff in preparing procurement and obligation documentation.

2. Preparing Design Documentation

The incumbent will be responsible for ensuring the documentation for new project designs and modifications of existing projects is fully compliant with Agency and Mission-specific rules, as well as with recommendations of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and USAID's Office of the Inspector General (OIG). Duties include: reviewing and drafting Concept Papers, Project Appraisal Documents, Action Memos, Project Authorizations, Results Frameworks, required analyses (gender, sustainability, etc.), required pre-obligation documents, and other design documentation; and facilitating the clearance process for design documents that often involve USAID/Washington staff and interagency colleagues at the U.S. Embassy in Kabul.

3. Leading Discussions and Reviews for Project Designs

The incumbent will work with a variety of people to arrange, facilitate, and document discussions regarding new project designs and the modification of existing projects. Duties include: Arranging and/or facilitating USAID reviews of Concept Papers and draft Project Appraisal Documents; drafting issues papers; arranging or participating in other formal and informal meetings and discussions regarding new project designs and modifications of existing projects; participating in meetings with officials from the Government of the Islamic Republic of Afghanistan, donor organizations, private sector entities, and other development partners regarding project designs and modifications; and documenting information from key meetings and discussions to ensure these are taken into account during the project design and project modification process.

4. Supervise and Train Foreign Service National Staff

The incumbent will supervise Afghan Foreign Service National (FSN) staff members that directly support the Project Design Team. S/he will assign work to FSN staff in regular consultation with the Project Design Team Leader and be responsible for approving and tracking the Individual Development Plans of FSN staff. The Incumbent will also write the annual employee evaluations for the FSN staff he/she supervises.

The frequent turnover of FSN staff at USAID/Afghanistan means that quickly and effectively training new FSN staff is critical to enable those staff to make meaningful contributions to OPPD's work. The incumbent will train and mentor FSN staff in all aspects of project design, including but not limited to the USAID Program Cycle, USAID's Project Design Guidance, preparation of project design documentation (results frameworks, Project Appraisal Documents, etc.), pre-obligation procedures, and effective backstopping of technical offices. The Incumbent will endeavor to involve FSN staff extensively in OPPD's work, exposing them to increasing levels of responsibility, substance and independence.

5. Serve as the Acting Project Design Team Leader

When the Project Design Team Leader is on leave or otherwise unavailable for an extended period, the incumbent may be asked to serve as the Acting Project Design Team Leader.

EVALUATION CRITERIA/SELECTION CRITERIA:

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

Education: A Bachelor's degree in international development, business administration, public administration or another relevant subject is required. A Master's degree in a relevant subject is strongly preferred.

Work Experience: Minimum of 5 years of progressively responsible, professional-level experience working on international development in the area of program design and implementation for donor organizations, non-governmental organizations or private sector institutions. This experience should include as much of the following as possible:-

- Experience leading large project designs in a developing country context
- Experience with a range of development issues, such as gender constraints to development, agriculture, economic growth, environment, democracy and governance, health, nutrition, and education
- Experience leading or overseeing the work of teams of individuals with diverse skills and interests
- Proven training and mentoring skills
- Demonstrated success in mentoring and/or coaching staff in project development
- Experience working for international development organization or non-governmental organization in an overseas context.

Communications: Incumbent must have Level IV (Fluent) speaking/reading of English language is required.

Knowledge: The incumbent should be a subject matter expert in Program Cycle and the project design process. A good understanding of project design and management, budget rules and procedures, procurement processes, monitoring and evaluation, and host-government development perspectives is required. Basic knowledge of Government-to-Government (G2G; on-budget) assistance would be desirable.

Skills and Abilities: The incumbent must be able to work in fast-paced environment and have strong sense of teamwork and interpersonal skills within a multi-cultural work environment. S/he must display an ability to work collaboratively, manage several important tasks simultaneously, and take initiative and be creative in solving problems. Given the high priority placed on USAID's efforts in Afghanistan, he/she must be able work effectively under pressure and show patience in a situation where circumstances can change quickly and significantly with little warning.

The incumbent is expected to professionally and amicably resolve normal problems as they arise. S/he should be able to resolve the vast majority of complex situations, exercise good judgment when confronted with sensitive issues, and know when guidance is necessary from his/her supervisor.

The incumbent must possess solid computer skills in basic office software applications, and demonstrate the ability to supervise and mentor FSNs.

Applicants should carefully review the required experience and education requirements stated in this solicitation to ensure they meet the full set of criteria before submitting an application for consideration.

Applicants 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.

A. 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 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.

This position entitles 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: Work in the office is mostly sedentary, depending on workload the incumbent may be requested to serve extended work hours and workdays. The 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, and International Security Assistance Force as relevant.

B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN

Life in Kabul 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.

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.

C. 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).

D. 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. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

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>

E. 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. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional 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. At least one reference provided should be a current or former supervisor.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria.
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.

F. APPLYING

All applications must be submitted electronically by e-mail with the subject line **Management and Program Analyst (TCNPSC) “SOL-306-15-000057 /OPPD”** to: AfghanPSCjobs@state.gov .

Attention: USAID/Afghanistan
Human Resources Office

Solicitation No. SOL-306-15-000057/OPPD

Management and Program Analyst (TCNPSC)

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. **Only short listed candidates will be contacted.**

Point of Contact: Any questions about this solicitation may be directed to: KabulAIDHR@usaid.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