SOLICITATION NUMBER: 72030618R10022

ISSUANCE DATE: May 20, 2018
CLOSING DATE/TIME: June 03, 2018

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Development Program Specialist (Environment) FSN-10 – (Multiple Vacancies)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections 1 through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

David Smale
Contracting Officer
1. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72030618R10022 (Multiple Vacancies)

2. **ISSUANCE DATE:** May 20, 2018

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 03, 2018 no later than 4:30 pm Kabul time.

4. **POSITION TITLE:** Development Program Specialist (Environment) FSN-10 – (Multiple Vacancies)

5. **MARKET VALUE:** Equivalent to FSN-10 (Step 1 – 13)
   In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.

7. **PLACE OF PERFORMANCE:** Kabul, Afghanistan.

8. **SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Afghanistan RSO Security Clearance.

9. **STATEMENT OF DUTIES**

   1. **General Statement of Purpose of the Contract**

   The USAID Development Program Specialist (Environment) reports to the Mission Environmental Officer (MEO) in the Office of Program and Project Development (OPPD), USAID/Afghanistan. When the MEO is in Washington DC, day-to-day work responsibilities will be coordinated via email and telephone and the OPPD Deputy Director (or delegated) will provide administrative oversight and coordinate responsibilities as needed. The incumbent assists the MEO with all environmental matters and the oversight of all USAID/Afghanistan environmental programs and activities. The incumbent provides technical support and guidance to all Mission programs, projects, and activities which have environmental impact. The incumbent assists with the implementation of new activities in the environment field and helps prepare and review environmental analyses, assessments, and statements required for Mission programs.

   The incumbent assures that Mission technical offices comply with all USAID environmental regulations, in particular 22 CFR Part 216 (Reg. 216). This responsibility includes assisting the MEO with the regular training of USAID and contractor staff, as well as the regular monitoring of environmental activities in collaboration with Agreement/Contracting Officer Representatives.
(A/CORs) and Activity Managers. Organizing and conducting trainings and briefings independently when the MEO is absent. The incumbent works with the MEO in reporting on Mission environmental compliance and may be tasked, in coordination with MEO, with assisting with USAID and United State Government (USG) special initiatives in the environmental sector. The incumbent is responsible for developing and maintaining close and cordial contacts with officials involved with environmental issues in all cognizant Government of Afghanistan (GoA) ministries, including the National Environmental Protection Agency. The incumbent is also responsible for establishing good working relationships with the U.S. Private Voluntary Organization (PVO) and Non-governmental Organization (NGO) community, especially organizations working with the environment, thus keeping the MEO and OPPD Director apprised of all important developments in the environment sector, and proactively identifying problems before they occur or in their early stages of development.

2. **Statement of Duties to be Performed**

**Environmental Compliance guidance and assistance**

a. The incumbent assists the Mission in managing the environmental compliance workload. When the MEO is away from Post and based at Office of Afghanistan and Pakistan Affairs-OAPA/Washington D.C., the incumbent serves as the Mission’s focal point person for inquiries relating to environmental compliance and help coordinate follow-up via email and/or telephone with the MEO.

b. Provides guidance to Mission technical offices in the drafting and review of environmental documentation including Initial Environmental Examinations (IEE), and Environmental Mitigation and Monitoring Plans (EMMPs) and Reports (EMMRs), Environmental Review Form and Review Report (ERF/ERR) for grants and sub-activities and other environmental documentation. Provides professional comment on environmental documentation and monitor compliance with environmental regulations and mitigation measures. Reviews and monitors the compliance of USAID-funded activities/projects with Reg. 216 and Federal Aviation Administration (FAA) sections 117, 118 and 119, as needed.

c. Based on a thorough understanding of the Mission’s activities, assists the MEO in maintaining a system to track the development, approval and implementation of Reg. 216 required documentation, including IEEs, EMMPs and Environmental Analysis. Requests and reviews periodic reports from A/CORs (to ensure that environmental benchmarks and goals are being met and in coordination with MEO alerts A/CORs and Office Directors before non-compliance occurs so that corrective action can be taken on time.

d. Facilitates project implementation under all Mission technical offices by ensuring that environmental regulations are known and followed by staff and implementers.

e. When feasible, makes field visits with A/CORs to activity sites to evaluate the environmental impact of project and program activities. Identifies problems and proposes viable solutions, and makes recommendations in consultation with MEO and A/COR. Prepares trip reports with findings and recommendations and supplement these with oral briefings to USAID/Afghanistan staff, as needed.
f. Assists the MEO with Mission reporting in the annual Environmental Compliance Report (ECRS), Performance Plan and Report and/or Operational Plan as necessary.

Capacity Building for Mission and Implementing Partners staff

a. Organizes and assists the MEO with Reg. 216 briefings for new staff and conducts regular refresher trainings for Mission staff. Maintains a tracking system to ensure that all A/CORs are trained and understand their responsibilities for Reg. 216 compliance.

b. Develops and sets up targeted technical training for environmental staff from Implementing Partners, Ministries and other participating GoA organizations, when possible.

Communication and outreach with GoA and donors

a. Develops and maintains contacts with government officials, NGOs and other donors.

b. When feasible, participates in meetings, seminars, receptions and similar types of activities with various government, private sector and non-governmental representatives to stay up to date on issues of interest to USAID/Afghanistan.

3. Supervisory Relationship

The incumbent works under the supervision of the Mission Environmental Officer (MEO). When MEO is away from post at OAPA/Washington DC, MEO will provide technical direction via email or phone but OPPD Deputy Director (or Director if Deputy Director is absent) in the Office of Program and Project Development, USAID/Afghanistan will provide additional oversight and guidance as needed.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.
12. POINT OF CONTACT:
Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.
Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A Bachelor’s degree in the natural resource sciences, environmental studies, agricultural sciences, engineering, or law is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: Minimum of five (5) years’ experience in monitoring and evaluation of development assistance programs with NGO’s and the Afghan Government with the ability to quickly learn procedures and documentation requirements. Some additional experience with environmental program evaluation is also required. (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and Pashtu required. (English language ability will be tested).

Knowledge: The incumbent is required to understand and incorporate the five (5) development core values in all aspects of his/her work: 1) Customer Focus, 2) Managing for Results, 3) Teamwork and Participation, 4) Empowerment and Accountability, and 5) Diversity. In addition, basic knowledge of USAID’s environmental procedures is required.

Skills and Abilities: Operational, analytical, and computer skills, including ease and skill in using Microsoft Office Suite. Interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Ability to work collaboratively with GoA officials and representatives of international organizations, donors, NGOs, other US Government officials, and USAID officials. Ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. The incumbent should be able to analyze a broad range of program requirements and issues, including their social, economic and environmental impacts. A quick ability to learn procedures and documentation requirements is required.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- Work Experience 50 points
- Knowledge 25 points
- Skills and Abilities 25 points

Maximum Points: 100 points
After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPakjobs@usaid.gov with a Subject line: Development Program Specialist (Environment) FSN-10 (SOL#: 72030618R10022).

Offers must be received by the closing date and time specified in Section I, item 3.

REQUIRED DOCUMENTS:

a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.

b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174)
   https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link http://www.acbar.org/applicationform. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:
Ø Only short-listed candidates will be notified.
Ø This vacancy is open only to Afghan Nationals.
Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
Ø No in-person appointments or telephone calls will be entertained.
Ø Applications submitted as .RAR file will not be accepted by the system
Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result to the disqualification of their application from further consideration.
Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
2. Offers must be received by the closing date and time specified in Section I, item 3.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

a. 25% Unique Conditions of Work Allowance (UCWA)
b. Transport Shuttle Service to Female Staff Only
c. Premium Pay
d. Leave Benefits
e. Medical Benefits
f. Death and Disability Benefits
g. Retirement and other end of service benefits
h. Travel and TDY Benefits

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:


4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.