SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Translator FSN-07 (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 I 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,

Dustin Kohls
Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030618R10030

2. ISSUANCE DATE: July 19, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 02, 2018 no later than 4:30pm Kabul time.

4. POSITION TITLE: Translator (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-07 (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 extensions up to a total of five 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 applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as the Translator to the USAID/Afghanistan Mission and translates from English into the host country languages and translates from the host country languages into English. The incumbent is required to serve as “interpreter” as well on a need basis.

2. Statement of Duties to be Performed

A. Translates from Dari and Pashto into English or from English into Dari and/or Pashto. Materials to be translated will be of technical, scientific, or economic nature where the use of technical terminology is regular and recurring. The material might involve more than one type of regular and recurring topics, and cover more than one subject matter area requiring the incumbent to become familiar with special terminology. Documents translated might include technical manuals, laws, governmental regulations, scientific studies, technical specifications, and legal or financial documents.

B. Translates from English into host country languages and vice versa, material that is mainly non-technical such as correspondence related to USAID Mission programs, or involving subject-matter knowledge such as non-technical fiscal or scientific
material written for the layman. Documents often are repetitive, long and difficult to understand because of the subject matter terminology. Translations require the proper use of idiomatic phrasing, syntactical structure, and the accurate use of words to reflect the wording and meaning of the original document. Employees at this level also perform verbatim translations of documents such as birth, death, and marriage certificates, proofs of residence, etc.

C. Interpreting: Interprets for Mission officials at public outreach events. Interpretation – both simultaneous and consecutive - is both from Dari and Pashto to English and vice-versa, often before large gatherings. The interpreter must gauge language appropriately for the audience, which can range from VIPs to the public. The incumbent must be able to capture the nuance and context of the topic being interpreted.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent is supervised by the Senior Translator (FSN-09)

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

a. **Education:** At least two years college/university study in English language/literature, communications, Modern Languages, History, Economics, Political Science, or Sociology field is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** At least three (3) years of experience in translation, interpretation, or language teaching involving English language is required. (Work experience requirement must be met at the time of application for the subject position).

c. **Language:** Level IV (Fluent) speaking/reading of English language and Level V (Professional translator/interpreter) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

d. **Knowledge:** The incumbent should have demonstrated experience with translating documents. Incumbent must be familiar with correspondence formats, protocols, terminologies such as technical, scientific, legal and other statistical documents relating to economic factors peculiar to the country, important agreements between the U.S. and the host or other countries. The incumbent must have a basic understanding of the Government of Afghanistan’s (GoA) foreign policy and social conditions and have a solid grasp of U.S. society and politics. Must understand specialized terminology in both Dari/Pashto and English related to all topics of interest.

e. **Skills and Abilities:** The incumbent must be able to function well in an intense, high-stress, close-security environment with limited movement and high workload. Must understand diplomatic protocol and be able to understand and interpret nuances in speeches and written texts. Must be cognizant of cultural norms and sensitivities, both Afghan and American. The incumbent also must be able to deal effectively and professionally with all levels of persons both inside and outside USAID and the U.S. Mission.

III. EVALUATION AND SELECTION FACTORS

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience</td>
<td>40</td>
</tr>
<tr>
<td>Knowledge</td>
<td>30</td>
</tr>
<tr>
<td>Skills and Abilities</td>
<td>30</td>
</tr>
<tr>
<td>Maximum Points:</td>
<td>100</td>
</tr>
</tbody>
</table>

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 or offer submission: Translator / (72030618R10030).
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 FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND 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 unsigned/old DS-174 form will not be considered.
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 and zipped 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 the rejection of their application from further consideration.
Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
Ø Offers must be received by the closing date and time specified in Section I, item 3.
Ø 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 Contracting Officer (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:
- 25% (basic salary) Unique Conditions of Work Allowance (UCWA)
- Transport Shuttle Service to Female Staff Only
- Premium Pay
- Leave Benefits
- Medical Benefits
- Death and Disability Benefits
- Retirement and other end of service benefits
- 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

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 Equal Employment Opportunity (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.