I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R00003
2. ISSUANCE DATE: October 15, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 29, 2018 no later than 16:30 Kabul time
4. POSITION TITLE: Management and Program Analyst (Trade Facilitation Coordinator)
5. MARKET VALUE: $53,062 - $68,983 equivalent to GS-11
   Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: The period of performance is one year, with four option years pending approval, need, performance, and funding, not to exceed five years.
7. PLACE OF PERFORMANCE: USAID/Afghanistan
8. WHO MAY APPLY: United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED: Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:

   1) General Statement of Purpose of Contract:

   USAID/Afghanistan’s Office of Economic Growth (OEG) Management and Program Analyst (Trade Facilitation Coordinator) works on private sector development and international trade activities primarily related to the successful execution and support of USAID-sponsored trade shows and training events.

   The incumbent works under direct supervision of the OEG Private Sector Development, Trade, Technology and Extractives, and/or Program Management Team Leads.

   The incumbent manages the planning of large multi-segment trade shows as well as supports smaller local regional trade shows and training events. The incumbent also coordinates all aspects of planned trade shows with local associations, government officials, USAID and Embassy offices, and local vendors to manage logistics and works closely with sector experts in preparing businesses, and matchmaking activities, as well as the process of selecting venues, executing trade show logistics, tracking sales, collecting data and following up, in cooperation with business associations, USAID-funded projects, and traders.

   Duties are of medium scope and complexity and require considerable knowledge of event planning, business environments, project management, diplomatic communications and writing, and documentation. In addition, the position requires knowledge and skills related to

*Please see Section 11: Area Of Consideration
administrative techniques, and awareness of and ability to maintain collaborative relationships with local and international business leaders, donors, and government officials.

2) Statement of Duties to be Performed:

Economic Development Advisory Activities

- The incumbent works independently to undertake and carry out several trade show events per year and be responsible for overall planning and logistics for events, communicate directly with USAID and any identified trade show managers, participate in speaker and panel conference calls, schedule presentations during the event, obtain all necessary insurance, and manage subcontractors.

- The incumbent plays a key role with all crucial logistics and marketing associated with trade show events. Among these are the management of the logistics and customs clearance processes for Afghan products, with applicable licenses and insurance, from Afghanistan to the location of the trade show events, the development and maintenance of marketing outreach and communications materials, the successful arrangement of events’ venues, both local and international, the efficient management of all travel and lodging of both participants and panelists, and any support needed to sponsorship and press outreach.

- The incumbent regularly obtains and provides detailed events planning information. Incumbent drafts and processes a variety of event planning and coordination documents such as action memoranda, scopes of work, concept notes, activity approval memoranda, official correspondence, etc. Such documents require a specialized knowledge of the OEG project(s) and planning goals and must be prepared in accordance with established guidelines or precedents. The incumbent also supports a variety of EG sector projects across the entire OEG portfolio, gives both strategic and technical input on the full range of OEG activities.

Outreach, Monitoring, and Reporting

- The incumbent regularly engages Government of Afghanistan (GoA) deputy ministerial and ministerial level officials, other third country Government officials, multilateral and bilateral donors, and leaders in the private sector to develop collaborative working relationships and ensure coordination and sound implementation of past, current, and planned trade show events. The incumbent maintains collaborative working relationships with private business, diplomatic, and donor community as needed to perform responsibilities. As needed, serve as the OEG’s advisory member on committees and working groups organized by the USAID Mission or other supporting work on issues related to exports, private sector development, trade, technology and finance.

- The incumbent supports the Office Director, Deputy Director, and team leads in the management and monitoring of the overall trade show events OEG portfolio. The incumbent assists in the development of mission reports and data gathering; takes part in analyzing and evaluating many of all trade shows and other training events that come to OEG; and coordinates meetings and visits with United States Government
Mentoring and Guidance

- The incumbent not only mentors and advises Cooperating Country Nationals (CCNs) assigned to the OEG Private Sector Development, Trade, Technology and Extractives, and Program Management Teams, but also mentors CCN staff attached to other OEG activities as needed. The incumbent mentors CCN staff on key activities such as event planning and preparation, launch events and countdown meetings, monitoring and evaluation (M&E) duties (including but not limited to developing performance indicators, tracking performance data, working in close coordination with the implementing partner(s), Mission’s M&E team) in making sure that the trade show events are delivering expected results, and that the instruments for monitoring performance and evaluating the progress of OEG activities.

- In addition, the incumbent is involved in contractor/grantee evaluation, personal career development, and developing individual specific training plans. By establishing good working relationships with CCNs, the incumbent identifies additional areas where help is needed to build the local capacity.

3) USAID Consultation or Orientation:

The selected applicant shall proceed to Washington, D.C. for at least two (2) weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five (5) years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent reports and work under the general supervision and policy guidance of the OEG Private Sector Development Team Lead or the Trade and Technology Team Lead. Assignments may also be assigned by other senior OEG team members. Supervision is generally confined to weekly staff meetings and informal daily and/or weekly consultations. In carrying out duties, incumbent acts independently selecting, prioritizing, and fulfilling assigned tasks, making sure that all assignments and/or tasks are done on time. Assignments will be made orally and/or in writing and will be evaluated on their quality and responsiveness to the request. OEG uses a team based approach and, therefore, work products will be shared broadly.

5) Supervisory Controls:

None.

6) Other important information:

During the period of this contract, the incumbent must provide at least 15% of their time to training of a Cooperating Country National (CCN) employee designated by USAID. The PSC
Supervisor will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

11. **AREA OF CONSIDERATION:**

United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPS:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

According to ADS 309.3.1.4 (d) “USAID policy is that a CCNPSC is preferred over a TCNPS 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. If the Agency needs to fill a gap in U.S. Direct-Hire Staffing, a USPSC is preferred over a TCNPS.” Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

12. **PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.
13. **POINT OF CONTACT:**

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. 
**Note:** No in-person appointments or telephone calls will be entertained, unless you require more information about this solicitation.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Offers will be pre-screened and only those that meet the Minimum Qualifications will be considered. The minimum qualifications necessary to be considered for the position are as follows:

a) **Education:** A master’s degree in the field of economics, business management, business administration, finance/accounting, marketing, or international development is required. (Education requirement must be met at the time of application for the subject position).

b) **Work Experience:** A minimum seven (7) years of work experience in program and/or project/activity management, design, monitoring and evaluation and/or implementation in the area of private sector development and/or economic growth within international organization or government. (Work experience requirement must be met at the time of application for the subject position).

III. **EVALUATION AND SELECTION FACTORS**

According to ADS 309.3.1.10 (g), Offers received from the USNs (preferred) will be evaluated first and TCNs will only be considered if there are no qualified offerors from the USNs.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.
2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Outline the management and organizational skills you would utilize in order to plan, organize, and implement a large trade and investment event.

FACTOR #2: Outline the managerial, diplomatic, and technical skills you have utilized while working with high-level government or private sector officials to accomplish shared objectives.

FACTOR #3: Outline your experience in working in a high-intensity business atmosphere and how you successfully managed these occasions.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

<table>
<thead>
<tr>
<th>Factor #</th>
<th>Points</th>
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<tbody>
<tr>
<td>Factor #1</td>
<td>10 points</td>
</tr>
<tr>
<td>Factor #2</td>
<td>10 points</td>
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<tr>
<td>Factor #3</td>
<td>10 points</td>
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</tbody>
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Interview Performance 70 points

Interview questions will revolve around the candidate’s ability to:

- Prioritize work assignments and/or competing tasks.
- Apply acquired skills to activity implementation and problem-solving.
- Achieve results in a fast-paced and dynamic working environment.
- Effectively manage interpersonal relationships.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100
IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line SOL-72030619R00003 – Management and Program Analyst (Trade Facilitation Coordinator) to: Afgpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Offerors must be received by the closing date and time specified in Section I, item 3. Eligible offerors are required to submit the following documents to be considered for this position:

2. A current curriculum vitae (CV) or resume.

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 in removal from further consideration.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number and position title in the subject line of email offer submission. Any attachments provided via email must be compatible with Microsoft Word or PDF and not compressed (.rar/.zip etc).

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

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. Contractor Employee Biographical Data Sheet (AID 1420-17);
2. Declaration for Federal Employment (OF-306);
3. Medical History and Examination Form (DS-6561);
4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
6. Finger Print Card (FD-258);
7. Statement of Prior Service (SF-144A).
VI. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**
   1) Employer’s FICA Contribution (for USPSC’s only)
   2) Contribution toward Health & life insurance
   3) Pay Comparability Adjustment
   4) Eligibility for Worker's Compensation
   5) Annual & Sick Leave
   6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
   7) Annual Increase (pending a satisfactory performance evaluation)

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)
   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).
*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. **TAXES**

USPSC’s are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

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

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

1. **USAID Acquisition Regulation (AIDAR),**
   - Appendix D, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,”


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.