SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist (Natural Resources), FSN-11 (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 the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: USAID/306/18/18/OAG

2. ISSUANCE DATE: April 18, 2018

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

4. POSITION TITLE: Project Management Specialist (Natural Resources) (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-11 (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 Office of Agriculture (OAG) promotes a vibrant and prosperous agriculture sector through management of a portfolio that consists of over $800 million in nearly two dozen active and planned projects. The incumbent is a core member of the Agriculture Team working on a portfolio of agriculture, agribusiness and agro-processing activities, with Agreement/Contract Officer's Representative (AOR/COR) responsibilities for several projects and activities to address food security issues in Afghanistan. The incumbent serves as a subject matter expert on technical area(s) that cross-cut environment and natural resource management (i.e. irrigation, watershed management, agroforestry, pastureland management, water resource use, biodiversity, alternative development, vocational training, agriculture extension, water user groups and other community associations in Natural Resource Management (NRM etc.) The incumbent serves as the primary point-of-contact as AOR/COR for all activities related to specific NRM. The incumbent works closely with the OAG Programs and Policies Team (PPT) to conceptualize, design, implement, monitor and evaluate, and manage gender mainstreaming matters.

2. Statement of Duties to be Performed

Manage designated projects as AOR/COR:

- The incumbent manages and provides technical guidance on USAID/Afghanistan’s agriculture portfolio, including: negotiating work priorities; expediting activity
implementation matters; identifying and resolving program issues; monitoring to
ensure development activities are carried out in a technically-sound, timely, and cost-
effective manner; and assuring that activities are carried out in accordance with all
applicable Mission and Agency directives and requirements;
• The incumbent reviews performance reports to ensure that Implementing Partners
(IPs) are in compliance with host-government agreements, and with the performance
expectations outlined in their work plan and in their contract/agreement with the
USAID/Afghanistan;
• The incumbent prepares and approves activity designs, creates results-based
monitoring plans, and draft annual Performance Plan and Report (PPR) narratives and
Key Issue reports;
• The incumbent reviews and approves implementing partners’ work plans (life of
project [LOP] and annual), monitoring and evaluation plans (in collaboration with the
OAG Program Analyst/Monitoring and Evaluation), branding and marking plans (in
collaboration with the Program Office Development Outreach and Communication
(DOC) adviser/specialist), gender analyses (in collaboration with the OAG Program
Management Specialist/Gender), environmental mitigation and monitoring plans (in
collaboration with the Mission Environmental Officer), and other required core
project documents;
• The incumbent provides technical advice and recommendations to USAID’s partners
regarding the design of planned agriculture activities or implementation of ongoing
ones in Afghanistan;
• The incumbent ensures that IP’s are in compliance with all relevant
USAID/Afghanistan regulations and procedures.
• The incumbent communicates findings and recommendations for program design
based on information collected during field visits and, as appropriate, meetings with
IPs and the Government of Afghanistan counterparts;
• The incumbent provides liaison between managed activities and other
USAID/Afghanistan activities, other donor assistance, and government activities and
regulatory bodies as appropriate;
• Contributes to the development and implementation of Public Private Partnerships;
• The incumbent provides technical guidance to implementing partners on USAID
budgetary/financial and accounting requirements;
• The incumbent monitors project budget planning and implementation in accordance
with United States Government (USG) requirements, and works closely with both the
Project Management Specialist (PMS) and Project Management Assistant (PMA) for
Budget to routinely update project budgeting;
• The incumbent provides project-related inputs in the Quarterly Financial Review
(QFR) exercise, and prepares accruals to keep the pipeline within forward funding
guidelines;
• The incumbent performs necessary actions to effectively manage the financial and
contracting aspects of project implementation, including Global Acquisition &
Assistance System (GLAAS) requisitions, partner vetting requests, and project close-
out, as well other required financial documents;
• The incumbent coordinates meetings and visits with counterparts and other donors,
and represents USAID/OAG in meetings, presentations, and other dialogues with the
government, other USG agencies, international organizations, and other donors.
Subject matter expert on Environment and Natural Resource Management:

- The incumbent provides USAID/Afghanistan’s leadership on environment and natural resource management to all public and private sector actors, business organizations, other donors, and public international organizations;
- The incumbent provides expert advice on the use of improved natural resource management, water utilization, production and productivity, irrigation infrastructure, water law, agriculture infrastructure, international agreements on water and environment, and relevant government strategies etc.;
- The incumbent analyzes natural resource capacity in Afghanistan, government policies, and new technologies as well as the activities of public and private sector actors, business organizations, other donors, and public international organizations;
- The incumbent prepares responses to requests or taskers related to environment and natural resource management from USAID Washington, U.S. Department of Agriculture (USDA) or State Department, and relevant host government ministries;
- The incumbent gathers and reports through briefings, reports, and cables on the agriculture situation in Afghanistan for a variety of audiences including USAID/W, U.S. State Department and other USG organizations, U.S. Congress, and the general public;
- The incumbent prepares periodic updates on activities, events or national news related to environment and natural resource activities;
- The incumbent provides expert advice at relevant environment and natural resource related events, such as workshops, donor coordination meetings, forums, conferences, etc.;
- The incumbent serves as a main resource for tasks that involve the use of statistics, such as the design and management of quantitative studies, surveys, baseline assessments and related field work.

Performance Management and Reporting:

- The incumbent tracks and reports on project progress on a continuing basis, especially the key performance indicators that measure the achievement of the projects’ main outputs and outcomes;
- The incumbent reviews draft progress reports (i.e., inception, quarterly, annual, and final), and performs all applicable monitoring in compliance with the Mission’s multi-tier monitoring system;
- The incumbent provides inputs to and participates in performance reviews (Mission-wide and project specific). The incumbent will alert senior office management of challenges being faced by the projects assigned to him/her, and will ensure that all identified issues are discussed and eventually resolved;
- The incumbent contributes to the reporting for the Mission Performance Management Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation;
- The incumbent prepares internal USAID program implementation documentation for smooth program implementation, including Action Memos and technical directives;
- The incumbent conducts annual evaluations of contractors’ performance; gathers data and develops mission reports related to agriculture (includes data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]);
- The incumbent drafts routine documentation and obtains clearance and approval in a timely manner;
- The incumbent participates in team meetings and other team activities, and joins coordination events with the Government of the Islamic Republic of Afghanistan and other activities as determined appropriate.

3. Supervisory Relationship

Incumbent works under the direct supervision of the OAG Deputy Office Director and/or the relevant Team Leader.

4. Supervisory Controls

The incumbent will supervise one (1) FSN-09 Project Management Assistant.

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. Please note that 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 agriculture, business administration, economics, management, international development, or related development and social science fields is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: Minimum of five (5) years of progressively responsible experience in project management, agriculture development, rural development, or survey planning and administration is required. (Work experience requirement must be met at the time of application for the subject position).
**Language:** Level IV (Fluent) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

**Knowledge:** Knowledge of quantitative research methodology and techniques is required. Knowledge and understanding of Afghan government agricultural institutions and practices is required. Knowledge of economic and cultural characteristics, and the problems, resources and development prospects/priorities in Afghan agriculture is required.

**Skills and Abilities:** Strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses is required. The ability to organize and present project information in written and oral form is required. Under limited supervision, s/he must be able to plan, manage and evaluate the project(s) to which s/he is assigned, including analyzing and incorporating cross cutting outcomes such as gender and climate smart agriculture into project implementation. The incumbent must conduct site visits to support project monitoring. Demonstrated ability to work collaboratively and with cross-cultural sensitivity, tact and poise with a range of professional counterparts at all levels, including those from host country ministries, representatives of the USG, technical staff, other U.S. government agencies, implementing partners, international organizations and other donors. In addition to excellent MS Office skills (Word, Excel, PowerPoint), the incumbent must have the ability to use statistical software and/or information technology to improve data compilation, analysis and reporting. The incumbent must be able to work in a team-oriented, gender-integrated environment and under pressure.

**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
- Job 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 or 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: Project Management Specialist (Natural Resources) (OAG 18/18).

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)
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:
☑ Only short-listed candidates will be notified.
☑ This vacancy is open only to Afghan Nationals.
☑ Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
☑ No in-person appointments or telephone calls will be entertained.
☑ Applications submitted as .RAR file will not be accepted by the system.
☑ 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.
☑ 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.
☑ 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 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:

- 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 CCN PSC 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.