SOLICITATION NUMBER: 72030619R10017

ISSUANCE DATE: March 03, 2019
CLOSING DATE/TIME: March 17, 2019 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Development Program Specialist (Budget) FSN-12 (Single Vacancy)

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,

Michelle Fekade
Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO: 72030619R10017

2. ISSUANCE DATE: March 03, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 17, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Development Program Specialist (Budget) - (Single Vacancy)

5. MARKET VALUE: Equivalent to FSN-12 (Step 1-13)
   In accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy Afghanistan. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: The period of performance is one (1) year, with the possibility of extensions 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 applicant is required to obtain U.S. Embassy Kabul/Afghanistan RSO Security Clearance.

9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

The incumbent serves as senior Cooperating Country National (CCN) Development Program Specialist (Budget) for the Office of Program and Project Development (OPPD). The incumbent reports to the OPPD Budget Team Lead and focuses on budget development, budget management, and budget monitoring across the Mission’s portfolio and the USAID program cycle. The incumbent coordinates and helps to prepare the Development Objective Grant Agreement/Strategic Objective Grant Agreements (DOAGs/SOAGs) budget documentation and performs significant cross-cutting and cross sectoral budget financing tasks and provides senior-level advice and guidance to Mission staff, implementing partners, U.S. Government (USG) agencies, Government of Afghanistan (GoA) and other donor officials relating but not limited to, On and Off-budget financing, aid effectiveness, public-private sector partnerships, strategy, project, and activity design and management in agriculture, economic growth, education, gender, democracy and governance, infrastructure, heath and humanitarian assistance sectors. As an accomplished expert, the incumbent provides management, training, policy, and leadership support to the Mission in all of the aforementioned areas. The incumbent will focus on the design and implementation of best-practices, financial support, review, training, analyses and
reporting, serving as an innovative expert resource to the Mission’s senior leadership with the aim of maximizing development results and providing value for money for USAID/Afghanistan. The incumbent coordinates and prepares the documents that present the Mission's programs and budgets for Afghanistan, such as the Operational Plan, the Performance Plan and Report, the Integrated Country Strategy, Congressional Budget Justification, Congressional Notifications; using those to inform activity and project budgets. The incumbent oversees the performance of budgeting, pre-obligation preparation and planning, budget allowance and obligation tracking as required.

2. Statement of Duties to be Performed

Mission Program Budget Management

The incumbent is critical to USAID/Afghanistan and serves as an in-house subject matter expert and key advisor on all of the Mission’s program budget matters and provides input on associated policy issues across the Mission’s technical sectors. In consultation with the OPPD Budget Team Lead, the incumbent is responsible for the overall management of the Mission’s program budget which currently amounts to $3.2 billion. This includes the preparation of program budget, monitoring obligation status and ensuring adequate documentation, monitoring forward funding compliance and split funding for program and program support funds. The incumbent leads in formulating the operational plan budget for all implementing mechanisms, program design and learning, and administration and oversight in line with earmarks, initiatives and directives. The incumbent summarizes Mission’s obligation plans and facilitates obligations of funds via the Development Objective Grant Agreements/Strategic Objective Grant Agreements (DOAGs/SOAGs) and Field Support Mechanisms.

The incumbent works closely with OPPD’s Project Development Division, the Office of Acquisition and Assistance (OAA), and the Office of Financial Management (OFM) to lead pipeline and quarterly financial reviews, providing guidance and advice on actions and follow-up decisions made during those reviews. The incumbent also provides significant comments/suggestions on each of the technical office’s budget pipelines according to forward funding policies found in Automated Directive System (ADS) 200 policies.

The incumbent provides budget related programmatic recommendations to Office Directors and Contracting Officer’s Representatives and Agreement Officer’s Representatives (A/CORS), on the use of un-subcommitted funds for on-going or new activities and ensures that budget allocations are made in accordance with procurement and obligation plans by overseeing the provision of appropriate fiscal data to be used for new and existing projects. The incumbent is an advisor on pertinent regulations that apply to the use of USAID funds by source, type, and duration.

The incumbent keeps track of the Mission’s documents needed to ensure timely and adequate obligation of funds into the SOAGs and to new Assistance Agreements and ensuring sub-obligation of funds to specific projects and programs. The incumbent overseas SOAG amendment packages and updates of financial and narrative parts of
the amendment document to obligate funds allowed to the Mission. The incumbent follows-up on getting the internal clearance from technical offices and the front office as well as the formal approval from Ministry of Finance (MoF). The incumbent works in close cooperation and coordination with the OFM, OAA, and budget liaison specialists from the Mission's seven technical offices. The incumbent has primary responsibility for preparing, updating, and quality control of the Mission's procurement plan and systematically reports on the procurement plan's status on a regular basis.

Mission Program Budget Implementation Monitoring

The incumbent provides technical assistance to the Mission’s technical offices and leadership with the management of individual activities, projects, and programs budgets. The incumbent helps technical offices analyze and use budget data, conduct mortgage analyses, track authorized ceilings in project and program approval action memoranda, compile accruals, and analyze costs, and expenditure trends. The incumbent helps A/CORs to develop and maintain their projects’ historical budget and financial analyses to ensure that each activity is allocated sufficient funding in order to allow for proper implementation over the planned life of project. The incumbent provides support to activity managers to ensure compliance with the USAID budget policies, adherence to the Agency’s other budget related rules and regulations, thereby facilitating program implementation. The incumbent takes initiative to identify budget issues and financial implementation problems, and reports them to the appropriate staff, technical office directors, A/CORs and the OPPD Budget Lead.

In coordination with the OFM accounting section and financial analysts, the incumbent closely monitors program funds sub-commitment and sub-obligation status, reconciles the Mission’s latest budget planning tables and reports on the accuracy of monthly and quarterly USAID-Washington obligation reports. In coordination with OFM and OAA, the incumbent monitors project close-outs. The incumbent contributes to the budgetary aspects of semi-annual portfolio reviews with the project design division and with technical offices, A/CORs, and Mission management. Evaluates budget management and accounting systems to identify and advice on strengths and potential weakness; develops and implement strengthened and improved budget management and accounting systems; to the extent required, modifies processes to streamline workflow and maximize efficiency. The incumbent also provides budget training to implementing partner budget units, and to build capacity to local organizations that intend to become USAID implementing partners.

Support to the OPPD Budget Team Lead

The incumbent is required to write and present comprehensive budget review and implications papers for influential audiences including the Ambassador, decision-makers in Washington, the USAID Front Office – Mission Director and Deputies and other USG agencies that are part of the Embassy. The incumbent will participate in the development of strategies, plans, program guidance and dissemination of research results for Mission-wide application and for incorporation into USAID/Afghanistan programs/projects. The incumbent will also fill in for OPPD’s Budget Specialists Technical Office Backstops as needed. The incumbent may be assigned as an A/COR
on activities whose budgets range anywhere from a few hundred thousand up to hundreds of millions of dollars as required.

The incumbent helps ensure the effective monitoring of the Mission’s resources. Using Excel, Power Point, Access, Statistical Analysis Software (SAS), Statistical Package for the Social Sciences (SPSS), and other computer software, incumbent prepares quantitative analyses and presentations, develops and maintains various program budget-related tables, trackers, and databases. In this capacity the incumbent helps coordinate and manage the Mission’s program budget, including: authorizing the allowance of funds in the field support database, being responsible for the accuracy of funds committed, participating in program budget negotiations with technical, making budget presentations to senior Mission, Embassy, GoA and other Donors’ management, and developing budget tables for the Mission's Annual Operational Plan and Congressional Budget Justification.

With concurrence of the OPPD Budget Lead, the incumbent responds to requests for USAID program budget information from the GoA, other counterparts and multilateral organizations. The incumbent serves as a liaison with the Ministry of Finance, and other Ministries as appropriate. The incumbent provides guidance on internal controls that will help improve or strengthen budget and accounting functions, which will improve the accuracy of data and appropriateness of documentation presented to support budget and accounting entries.

Working with the OFM team, the incumbent performs administrative, operational, and programmatic activities involved in ensuring that USAID/Afghanistan technical teams, implementing partners, local Non-Governmental Organizations (NGOs) and host country counterparts comply with USAID requirements pertaining to budgetary audits, internal control and compliance with relevant laws, regulations, policies and procedures.

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 position reports to the OPPD Budget Lead. The incumbent is an expert in the field and thus carries out his/her work independently, providing technical leadership to CCN staff, other contractors, partners, and customers.

4. Supervisory Controls

The incumbent supervises one (1) FSN-11 Program Development Specialists (Budget) and two (2) FSN-10 Program Development Specialist (Budget) and oversees aspects of the work of up to seven (7) other budget specialists in the different technical offices.

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 309.3.1.4 d. “USAID policy is that a CCNPSC is preferred over a TCNPSC 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:** A Bachelor Degree in Business Administration or Public Finance, Finance, Accounting, Economics, Statistics or Mathematics is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** At least five (5) years of progressively responsible professional and direct experience in budgeting, financial management, accounting, or auditing with the USG, Afghan Ministry of Finance, or an international development organization/business is required. (Work experience requirement must be met at the time of application for the subject position).

c. **Language:** Level IV (Good working Knowledge) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

d. **Knowledge:** The incumbent must have strong knowledge of management of people and resources. This involves, being able to directly manage a staff of up to three people while also coordinating input from budget specialists in the technical offices that are not directly under incumbent’s authority. It also involves being able to plan own portfolio actively including use of the technological tools and historical records and people sources available to make projections on the amount of money to request from Congress in support of established programs; an ability to develop and deliver, in writing and speech, coherent arguments backed by evidence that provides a rational for maintaining, increasing or decreasing funding to a particular program area or activity that is based on USG strategy and the Mission’s objectives. Knowledge in, agriculture, education, environment, governance, gender, health, infrastructure, and humanitarian affairs for project budget development and management as well as analysis of USAID activities. Detailed knowledge
of Afghanistan’s budget agencies and institutional system, and good knowledge of national and international development agency and business budgeting programs and key-players in development sector is required. Direct experience in preparing and reviewing development project and strategy budgets, and presenting budget information to an audience is also required. The incumbent has to exercise broad individual judgement in managing resources and coordinating with the vast array of people and entities that rely on the Mission’s program budget for decision-making. The incumbent has the authority to resolve problems without the assistance or further guidance from the OPPD Budget Lead.

e. **Skills and Abilities:** The position requires strong analytical, writing and teaching skills. The candidate must be able to draft concise, clearly written, informative reports and briefing materials, and talking points on budget subjects with short lead-times. The incumbent must also be able to give coherent budget presentations/information clearly and with confidence. Furthermore, the incumbent is expected to be highly diplomatic and be able to come up with creative ways of dealing with sensitive budget matters vis-à-vis the vast array of entities and people that have to deal with program budget issues managed by OPPD.

   Demonstrated ability to work within and supervise a team, along with positive interpersonal skills are required, including demonstrated ability to communicate and negotiate with tact and diplomacy with a variety of individuals from various backgrounds and technical skills in a complicated socio-political context. Ability to prepare and present analyses and recommendations clearly in both written and oral formats. Management skills are a must have.

III. **EVALUATION AND SELECTION FACTORS**

   • Work Experience 40 points  
   • Knowledge 35 points  
   • Skills and Abilities 25 points  
   Max. Points: 100 points

   After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and 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: Development Program Specialist (Budget) FSN-12 (72030619R10017).

   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](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](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 curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) 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:**
- Only short-listed candidates will be notified.
- This vacancy is open only to Afghan Nationals.
- Applications with unsigned/old DS-174 form will not be considered.
- 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 and/or WinZip file will not be considered.
- 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.
- Offers must be received by the closing date and time specified in **Section I, item 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. Defined Contribution Plan (DCF) 12% of the base salary
c. Transport Shuttle Service to Female Staff Only
d. Premium Pay
e. Leave Benefits
f. Medical Benefits
g. Death and Disability Benefits
h. Retirement and other end of service benefits
i. 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.