SOLICITATION NUMBER: 72030619R10022

ISSUANCE DATE: March 24, 2019
CLOSING DATE/TIME: April 07, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Project Management Specialist (Water) - 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 kblAIDHR@usaid.gov.

Sincerely,

Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10022

2. ISSUANCE DATE: March 24, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 07, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Project Management Specialist (Water) (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 extension 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 candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent is assigned to the USAID/Afghanistan-Office of Infrastructure (OI). OI has six technical teams, covering a portfolio that includes Energy Business, Energy Infrastructure, Water, Transportation, and Engineering services. Additionally, a Program Management Unit (PMU) supports the technical teams on management, Monitoring and Evaluation (M&E), program design and budgeting. The Project Management Specialist (Water) position is located on the Water Team and serves as the subject matter expert and institutional memory on urban water supply and sanitation. In this capacity, the incumbent supports the Water Team, the overall mission, and the donor community in their efforts to increase access to water and sanitation across Afghanistan. The incumbent serves as the main liaison to the Afghan government, donors, and the private sector to improve the technical and operational performance of relevant water and sanitation related government agencies; enhance sanitation service delivery and planning; and improve water and sanitation infrastructure. This includes leveraging USAID and other resources (i.e., donor, private sector) to help the government increase access to water and sanitation. The incumbent liaises with industry and government stakeholders, representing the United States Government (USG) at meetings with Minister and Deputy Minister-level government and private
sector officials, and serves as a resident expert on improving access to water and sanitation services.

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

Under the direct supervision of the Water Team Lead, the incumbent helps design, develop, manage and evaluate activities that promote increased access to water and sanitation services. As a subject matter expert, the incumbent provides analytical background reports; data collection; and expert advice with regards to the OI water portfolio. This includes advising the Water Team Lead, OI Office Director, and USAID/Afghanistan leadership as appropriate. Within their assigned area of responsibility, the incumbent is responsible for all facets of the OI activity design and management process. The incumbent also plays a lead role in budget and strategic planning.

The incumbent serves as the Agreement/Contracting Officer Representative (A/COR) or alternate A/COR on a number of OI projects exceeding $73 million, and provides technical expertise on other projects within the portfolio exceeding an additional $180 million. In this capacity, the incumbent works closely with a variety of minister-level host government officials, local and foreign private sector organizations, NGOs, and donors on programs designed to promote access to water and sanitation. Additionally, the incumbent is closely involved in performance reporting; program/policy coordination with other donors and regional governments; and represents USAID as the senior expert to relevant U.S. Government agencies on access to water and sanitation and transboundary water policy. The incumbent also provides support for complex regularity reform activities which will increase access to water and sanitation services in Afghanistan.

**A. Water Supply and Sanitation Development**

The incumbent works independently to undertake and carry-out suitable interventions to expand access to water supply and sanitation in Afghanistan. The incumbent leads the Water Team’s efforts to institutionalize water sector reforms, increase the technical and operational performance of relevant government ministries, enhance sanitation service delivery and planning; and improve water and sanitation infrastructure. Within the water and sanitation sector, this includes high level engagements that improve urban service delivery, utility commercialization, municipal planning and infrastructure improvements, and capacity building and institutional strengthening. The incumbent leads regular engagement with the Government of Islamic Republic of Afghanistan (GIRoA) at the ministerial level, as well as with multilateral and bilateral donors and leaders in the urban water and sanitation sector to develop collaborative working relationships and ensure coordination and sound implementation of OI water and sanitation activities. At this level, the incumbent must demonstrate diplomatic skills in consistently dealing with high-level government, private sector, and senior management staff and officials. Public speaking skills, negotiation, influence, persuasion and tact are crucial. The incumbent should know and understand GIRoA’s strategic objectives in the water and sanitation sector, particularly in urban areas. The incumbent also has responsibility for identifying and disseminating best practices for utility improvements and for helping OI incorporate these practices into ongoing and new activities. The incumbent contributes to strategy development
and activity/project design. As required, they will leverage their expertise to represent OI at Mission-wide working groups and review processes.

B. Project and Activity Management

The incumbent leads the development of policies and programs in the water and sanitation sector that reflect the Country Development Cooperation Strategy (CDCS) and incorporate elements of an urban-centered, population-focused design, in coordination with the President’s South Asia Strategy. This includes reviewing and drafting concept papers, Project Appraisal Documents, Action memos, Results Frameworks, analyses, and all related required documentation. The incumbent provides management oversight and support for a broad range of ongoing OI activities, exceeding $180 million in cumulative life-of-project budget. As the A/COR, or alternate, for USAID/Afghanistan awards increasing access to water and sanitation, the incumbent consistently monitors and evaluates program performance and performs financial oversight for all activities under his/her supervision. The incumbent provides technical guidance to contractors and grantees within the scope of their awards, and will accept deliverables from contractors on behalf of the Mission. The incumbent will manage three Office of Infrastructure urban water and sanitation activities totaling $73 million, with primary responsibility for the Water Team’s flagship Afghan Urban Water and Sanitation contract. The incumbent, as A/COR or in coordination with A/CORs, also oversees and evaluates project cost and progress, project reporting, timeliness in meeting commitments, scheduled completion dates, and other relevant financial and management objectives. Within their assigned area of responsibility, the incumbent is responsible for all facets of the OI activity design and management process. The incumbent also plays a lead role in budget and strategic planning. The incumbent regularly obtains and provides detailed project information. Additionally, the incumbent drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Depending on the security situation, the incumbent leads site visits to monitor the progress of projects.

The contractor is eligible for temporary duty (TDY) travel to 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 works under the direct supervision of the Water Team Lead. Assignments may also be made by the OI’s Office Director and Deputy Director.

4. Supervisory Controls

The incumbent will serve as Acting Team Lead as required but will not have a formal supervisory role.
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’s Degree in engineering, environmental science, economics, finance, business management/administration, integrated water resources management field is required. (Education requirement must be met at the time of application for the subject position).

b. Work Experience: Minimum of five (5) years of prior work experience in project management positions analyzing and coordinating programs in the field of water utility services improvement and water and sanitation infrastructure development. The incumbent should have a broad understanding of Afghanistan’s water and sanitation sector focused on institutional capacity building and commercialization. (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 IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).

d. Knowledge: Knowledge and understanding of the Afghan government, particularly in the water and sanitation sector is required. Appropriate understanding of issues constraining access to water and sanitation service delivery development in the water and sanitation sector is highly preferable, as is an understanding of integrated water resources management, which is crucial to the long-term sustainability of drinking water investments. The incumbent must have broad knowledge of current political, social, economic and strategic factors in Afghanistan and a strong understanding of the
complexity of Afghanistan’s organizational structure, bureaucracy and the reform processes which are on-going. Given this range of responsibilities, this position requires strong project management, analytical, and oral and written communication skills, as well as good judgment, a creative approach to problem solving, and the ability to independently balance shifting priorities in a fast paced work environment.

e. **Skills and Abilities**: The position requires strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information effectively and objectively in written and oral form is preferred. Under limited supervision, the incumbent must be able to assist in planning, managing and evaluating the project(s) to which s/he is assigned. The incumbent must have strong interpersonal, communication (verbal and written) skills. The incumbent must have the ability to establish rapport and maintain contacts with governmental counterparts, private sector partners, and colleagues in technical and support offices within USAID, as well as implementing partner management and staff. Excellent MS Office skills (Word, Excel, PowerPoint) are required. S/he must be able to work in a team 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: 40 points
- Knowledge: 30 points
- Skills and Abilities: 30 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 **Project Management Specialist (Water) FSN-11 (SOL#: 72030619R10022)**.

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.

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 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 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/or WinZip file will not be considered.
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:

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.