SOLICITATION NUMBER: 72030619R10026

ISSUANCE DATE:        April 14, 2019
CLOSING DATE/TIME:    April 28, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Project Management Assistant - FSN-08 – (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,

Warren Gray
Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10026

2. ISSUANCE DATE: April 14, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 28, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Project Management Assistant (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-08 (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 (1) year, with the possibility of extension 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 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 will be assigned to the USAID/Afghanistan-Office of Agriculture (OAG). OAG has four (4) teams: the Markets and Trade team, Human and Institutional Capacity Enhancement (HICE) Team, Programs and Policies Unit (PPU), and Production and Productivity (PP) Team. This CCN position is located in the PP Team, but can also support other OAG teams. The OAG portfolio seeks to promote a vibrant and prosperous agriculture sector. It focuses on increasing agricultural productivity and agricultural incomes, enhancing food security, and providing viable economic alternatives to opium poppy cultivation. The portfolio consists of over $805 million in nearly two dozen active and planned projects, about $302 million (38%) of which are for awards managed by the PP Team under the Regional Agricultural Development Programs (RADPs). Ongoing are RADP-North ($ 78.43 million), RADP-South ($ 125.08 million) and RADP-West ($ 69.97 million), while RADP-East ($ 28.5 million) is under procurement.

The incumbent assists and supports mainly the Contracting Officer’s Representative (CORs) of the RADPs, but as needed may also be assigned to support CORs and Agreement Officer's Representatives (AORs) of other projects. The incumbent is expected to liaise with, support, and brief the PP team (and as required, other teams) concerning the project/activity management,
financial management, and internal and external communications of projects. The incumbent will work closely with the OAG PPU for budget, monitoring and evaluation, and gender mainstreaming matters. The incumbent will also liaise with the relevant technical staff of the Office of Acquisition and Assistance (OAA) and the Office of Financial Management (OFM) on contracting and financial management issues concerning projects. The incumbent reports to the OAG Deputy Office Director, who is the concurrent Production and Productivity (PP) Team Leader overseeing the RADPs.

2. Statement of Duties to be Performed

Under the direct supervision of the OAG Deputy Office Director, the incumbent is responsible for a variety of project management duties in support of project implementation, which includes performance management and reporting, financial and contract management, and other relevant duties. The incumbent will be equipped/trained to backstop official C/AORs in their absence or preoccupation. The incumbent may also be involved in strategy, project design and, when necessary, in program/policy coordination with other United States Government (USG) agencies and donors involved in the agriculture sector.

This position requires project management and analytical skills, as well as good judgment, and an ability to work with minimal supervision. The incumbent must ensure that project activities are designed, managed, and implemented to achieve the Agency’s goals and objectives for Afghanistan, within USG and USAID mandate(s) and financial resource constraints.

A. Performance Management and Reporting

For the relevant projects to which the incumbent is assigned, the incumbent assists the concerned Cs/AORs in all project management actions. The incumbent provides inputs/participate in the review and approval of the concerned implementing partners’ work plans (life of project [LOP] and annual), monitoring and evaluation plans, branding and marking plans, gender analyses, environmental mitigation and monitoring plans, and other required core project documents.

The incumbent helps in the tracking and reporting of project progress on a continuing basis, especially the key performance indicators that measure the achievement of the main outputs and outcomes. The incumbent contributes in the review and approval of draft progress reports (i.e., inception, quarterly, annual, and final), as well as the performance of all applicable tiers in compliance with the Mission’s multi-tier monitoring system. The incumbent provides necessary inputs to and participate in performance reviews (Mission-wide and project specific). The incumbent alerts the concerned C/AORs of challenges being faced by the projects assigned to him/her, and assists to ensure that all identified issues are discussed (with agreed actions documented) and eventually resolved.

As a member of the OAG and in coordination with the Programs and Policies Unit (PPU), the incumbent contributes in strategy development, monitoring and evaluation, and gender mainstreaming initiatives and activities. S/he will also join coordination events with Government of Islamic Republic of Afghanistan (GIRoA) and other activities as warranted.
B. Financial and Contract Management

The incumbent helps the C/AORs in necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition & Assistance System (GLAAS) requisitions, sub-obligation of funds, partner vetting requests, and project close-out.

Under the supervision of his/her designated COR, the incumbent assists in the provision of technical guidance to the concerned implementing partners on USAID budgetary/financial and accounting requirements, which include the aspects of financial accounting and reporting as well as fiscal year budget proposal review. The incumbent helps monitor project budget planning and implementation in accordance with USG requirements, and works closely with both the Project Management Specialist (PMS) and Project Management Assistant (PMA) for Budget of OAG to routinely update project budgeting. The incumbent also helps provide to the same OAG staff any project-related inputs in the Quarterly Financial Review (QFR) exercise, and assists the relevant C/AORs in preparing accruals to keep the pipeline within forward funding guidelines.

C. Supervision and Other Duties as Required

The incumbent supports the C/AORs of projects assigned to him/her as well as the PP Team Leader, and carries out duties as required. The incumbent assists in the development of Mission reports and data gathering, contributes to various taskers with aspects related to agriculture and alternative development (includes different data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]), and coordinates meetings and visits with counterparts and other donors. The incumbent also drafts routine documentation and ensure their clearance and approval on a timely manner. The incumbent participates in team meetings and other team activities as determined appropriate.

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 OAG Deputy Office Director, who is the concurrent Production and Productivity (PP) Team Leader overseeing the RADPs. Assignments may also be made by the OAG Office Director, and other C/AORs of projects to which the incumbent may be assigned. In carrying out duties, the incumbent acts in close coordination and with clearance and final approval of the OAG Deputy Office Director, and meets with the same to discuss office/team policies, priorities, and related project activities and concerns.

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 309.3.1.4 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 completion of at least two (2) years, post-secondary Diploma/Associates Degree study at college or university in fields of agriculture, business administration, economics, and development science 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 relevant, progressively responsible work experience in the fields of program/project administration, planning and implementation support particularly within the context of agricultural development assistance program/project with international development organizations, bilateral or multilateral donor organizations, or governmental/non-governmental organizations 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 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 its agricultural institutions and practices and current agricultural status, are necessary. This must be complemented by knowledge of the country’s economic and cultural characteristics, and the problems, resources and development prospects/priorities in agriculture in Afghanistan. The incumbent will keep current with the state of agricultural development issues, concerns, and practices in Afghanistan, in order to keep office staff up to date on issues related USAID/Afghanistan activities. Knowledge of basic research
methodology and techniques is essential. The incumbent must also have the potential to acquire understanding of, (1) USAID programming project design and implementation policies, procedures, and documentation related to development assistance, as well as (2) objectives, approaches and status of the project(s) to which s/he is assigned.

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 the incumbent 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 colleagues in technical and support offices within USAID, as well as implementing partner management and staff. Excellent MS Office skills (Word, Excel, and PowerPoint) are required. The incumbent 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 Assistant FSN-08 (SOL#: 72030619R10026)**. 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.

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 HIERES

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 withholding 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.