SOLICITATION NUMBER: 72030619R10029

ISSUANCE DATE: April 25, 2019
CLOSING DATE/TIME: May 15, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Procurement Agent - FSN-07 – (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 kblaidfsnjobs@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10029

2. ISSUANCE DATE: April 25, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 15, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Procurement Agent (Multiple Vacancies)

5. MARKET VALUE: Equivalent to FSN-07 (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 plays a key role in USAID/Afghanistan's property management program by assisting the USAID procurement of goods and services from both the local and offshore economy. The incumbent of this position assists in ensuring that competitive procurement procedures are being practiced and provides a responsive arm to USAID's general maintenance program.

   2. Statement of Duties to be Performed

   • The incumbent forms part of the Executive Office staff and, accordingly, assists with local/offshore procurement budget preparation and work plan scheduling. The incumbent is a source of information relating to what goods and services can be obtained on the local economy and, determine how these compare in cost to goods which USAID can obtain offshore. The incumbent develops good working relationships with local vendors, working to receive favorable prices on behalf of the U.S. Government and responding to their requests for payment status, etc. The incumbent keeps appropriate documentation:
(a) to indicate the source and authorization of local procurement requests,
(b) to facilitate the submission of vouchers, and
(c) to track market trends within the economy.

The incumbent assists with and receives authorized procurement requests and obtain the necessary goods or services as may be requested. If the procurement request requires the preparation of a purchase order or contract, the incumbent assists in the preparation of the necessary procurement documents (in accordance with Federal Acquisition Regulation FAR/Agency for International Development Acquisition Regulations AIDAR) for funds validation and approval. The incumbent prepares documentation in a format suitable to facilitate voucher preparation and assists in preparing and maintaining the official procurement files and in the payment of utilities of office telephone bills. The incumbent assists the Procurement Agent during leave periods or when otherwise requested to do so by the Executive Officer.

The incumbent assists in preparing the mission procurement plan under Simplified Acquisition Threshold. The incumbent needs to periodically update the vendor data base system, conduct market research for local/offshore requirements, assist in preparing the Accrual worksheet review and accrual preparation, maintain pertinent procurement files in the Agency Secure Image Storage Tracking system (ASIST) regularly.

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 is supervised by the Executive Officer. Work is monitored upon completion for accuracy and adherence to instructions.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country National (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: kblaidfsnjobs@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:** At least two (2) years of college/university studies in business administration, business management, or contracting and acquisition field is required. (Education requirement must be met at the time of application for the subject position).

b. **Work Experience:** A minimum of three (3) years of experience in procurement with a U.S. government organization or a non-governmental organization (NGO) 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:** Good working knowledge of procurement and shipping; regulations and procedures. Must also have a good knowledge of local market, practices and suppliers as well as local pricing practice.

e. **Skills and Abilities:** Must have broad analytical skills necessary to deal with a great variety of procurement actions. Competency in using MS office suite is required. Must have the ability to work under constant pressure and be able to prioritize work with a minimum of supervision. Skill in researching regulatory material to justify procurement actions to a requirement as well.

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 40 points
- Skills and Abilities 20 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 Procurement Agent FSN-07 (SOL#: 72030619R10029). 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 (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link 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.

For Frequently Asked Questions (FAQs), please refer to below link:

https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYEjRhN0b9PGdIdAc-G0/edit?usp=sharing

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:

1. **USAID Acquisition Regulation (AIDAR), Appendix J,** “Direct USAID Contracts With a


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.