SOLICITATION NUMBER: 72030619R10045

ISSUANCE DATE: September 03, 2019
CLOSING DATE/TIME: September 18, 2019 (4:30 pm)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Development Program Specialist (Donor Coordination) – Office of Program and Project Development (OPPD) - 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 kblaidfsnjobs@usaid.gov

Sincerely,

Warren Gray
Executive Officer
Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72030619R10045

2. ISSUANCE DATE: September 03, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: September 18, 2019 no later than 4:30 pm Kabul time.

4. POSITION TITLE: Development Program Specialist (Donor Coordination) (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: Employment contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for one year with a four years option pending continued need for the position, contractor performance, and funds availability.

7. PLACE OF PERFORMANCE: Kabul, Afghanistan.


9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

   The Office of Program and Project Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, budgeting, monitoring and coordination of overall implementation of the portfolio of USAID assistance in Afghanistan. Within OPPD’s Donor Coordination Unit. The incumbent provides leadership and oversight in managing donor coordination, aid effectiveness, and coordination/implementation of the Afghanistan National Peace and Development Framework (ANPDF). The incumbent helps ensure United States Government (USG) policies and programs are adequately coordinated with the Government of National Unity (GNU) National Priority Programs (NPPs). Under the direct supervision of the DCU Team Lead, the incumbent performs significant cross-cutting tasks relating, but not limited to, aid effectiveness, anti-corruption, public-private sector partnerships, on-budget finance, regional coordination and support, gender, youth, capacity development, monitoring and evaluation and innovation.
2. **Statement of Duties to be Performed**

The position serves as the in-house subject matter expert and key advisor regarding international programs and projects and provides input on policy matters. The incumbent leads policy dialogue on all issues related to established programs and projects instituted by the World Bank to support the development of Afghanistan. The incumbent manages a broad range of key activities including the conduct of in-depth analyses of existing on-budget programs and projects and makes policy recommendations to the Mission and the U.S. Embassy as necessary. The incumbent advises relevant stakeholders on financial incentive program benchmarks aimed at encouraging the GNU to achieve sustainability on programs and projects. The incumbent is also expected to prepare analytical reports including recommendations on courses of action for addressing constraints and exploiting opportunities for consideration by the U.S. Ambassador, USAID Mission Director, and the World Bank. The incumbent works closely with the World Bank and GNU’s Monitoring and Evaluation team at the Ministry of Finance (MoF) to ensure the relevant milestones and results being monitored under USAID/World Bank/GNU projects are reported effectively and verified with appropriate evidence.

**General Responsibilities:** Incumbent leads strategic development, implementation, and monitoring and evaluation of multiple and major international programs with the Government of Afghanistan (GoA). The incumbent liaises with other USAID teams, USG agencies, civil society, technical experts, and relevant stakeholders to ensure maximum effectiveness of USAID activities. The incumbent maintains extensive contact with senior Afghan and World Bank policy makers in the Ministries and also acts as a key advisor on donor coordination activities. The incumbent provides financial management expertise for various projects and program portfolios estimated to be in excess of US $2.7 billion. The incumbent prepares all relevant reviews of programs and projects under her/his responsibility, including performance reports, pipeline management reviews, program implementation reviews, and other USAID and USG reporting requirements. Further, the incumbent serves as Agreement Officer’s Representative (AOR) for the Afghanistan Reconstruction Trust Fund (ARTF) and exercises broad individual judgement in setting support for ARTF priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The incumbent serves as the alter ego of the Donor Coordinator. The incumbent also oversees the work of six Activity Managers residing in USAID’s technical offices and covering six National Priority Programs funded through the World Bank’s ARTF Investment Window.

**Donor Coordination activities:** Incumbent provides key leadership in managing donor coordination activities and meetings in the areas of but not limited to hosting monthly stakeholders’ meetings, conducting periodic reporting to stakeholder members, Mission senior staff, and the Ambassador when called upon, and keeping stakeholders informed on relevant activities and issues. The incumbent is required to write comprehensive concept papers for influential audiences involving the Ambassador, decision makers in Washington D.C., the Mission Director and other US Government Agencies that are a part of the Embassy. The incumbent is required to have the ability to establish and maintain contacts with high-level GoA officials and influential persons, grantees, civil society leaders and actors, and private sector leaders. The incumbent is required to have the ability to communicate effectively, both orally and in writing in English as well as in Pashto and/or Dari. The incumbent must have the ability
to analyze and prepare technical reports, devise fiscal year budgeting activities. The incumbent is required to develop and maintain program and project budgets in collaboration with the Agreement Officer, the Controller, and the Budgeting Development Program Specialist. Annual program and project budgeting requires extensive coordination with all the technical teams, and must prepare and analyze project pipelines. The incumbent must also be able to analyze and solve complex problems independently while still working as a member of a team. The incumbent must possess basic computer skills and be able to manipulate various databases.

**Site Visit and Project Development:** The incumbent serves as a monitoring and evaluation advisor and coordinator, working with technical teams to conduct periodic portfolio reviews, and analyzes the effectiveness of development activities. The incumbent also helps develop performance tracking tools and provides guidance on agency results reporting requirements, and ensures data quality meet appropriate standards. The incumbent is responsible for monitoring financial activities and tracking expenditures in coordination with the World Bank, at this level, the incumbent must demonstrate diplomatic skills in consistently dealing with high level government and senior management staff and officials. Incumbent works with other members of OPPD to provide technical assistance to provincial and local governments of Afghanistan. The incumbent synthesizes and reports important developments in the area of donor coordination as well as facilitate coordination and planning meetings with GNU, other international donors, and implementing partners.

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 as a full member of USAID/Afghanistan OPPD DCU team, and be supervised by the DCU Team Leader (Senior Donor Coordinator). Annual evaluations of the incumbent’s work performance will be prepared by the DCU Team Leader based on 360 input from OPPD colleagues, donor and development partners, the Ministry of Finance, and Mission technical offices the incumbent interacted with during the performance period.

4. **Supervisory Controls**

Direct supervision of other Mission staff is not contemplated. The incumbent serves as the alter ego of the Senior Donor Coordinator, and assists the OPPD Office Director and Deputy Office Director in planning, budgeting, organizing, and staffing in regards to administration of the ARTF and Donor Engagement. The incumbent is also responsible for monitoring and evaluation of the award and oversees the work of six Activity Managers residing in USAID’s technical offices, covering six National Priority Programs funded through the World Bank’s Investment and Recurrent Cost Windows under the ARTF structure.
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.

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: kblaidf5njobs@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: Master’s degree in public administration, business administration, economics, finance, political science, and/or sociology 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 relevant experience in the implementation and/or management of development activities/projects. Of the total five (5) years of experience, three (3) years of the experience must be in a demonstrated area of international aid and development assistance work with donor organizations/institutions, government, public and private institutions, the World Bank, or other bilateral/multilateral and/or international agencies engaging similar functions and capacity 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: The incumbent must be able to plan her/his own portfolio actively. This involves making projections on the amount of money to be requested from Congress in support of established programs; justifying what programs to stop funding based on lack of progress and what program to continue to support as a result of the Go A meeting benchmarks yet with a continuing need for developmental support; devising a policy-based approach consistent with USAID and the Country Development and Cooperation Strategy (CDCS) for Afghanistan; along with other higher-level planning and coordination that must be made in advance to include obtaining buy-in from respective stakeholders. Incumbent must have comprehensive knowledge of the context of official development assistance to Afghanistan and the implementation of the Geneva Mutual Accountability Framework (GMAF), as well as its predecessor frameworks such as SMAF and TMAF. The incumbent plays a leadership role in the direction of the Mission vis-à-vis work with the government, the World Bank, and other international donors. Exercise broad individual judgment in
setting support for ARTF priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The incumbent has the autonomy to resolve problems without assistance or further guidance from the Director of the Office of Program and Project Development and the Donor Coordination Team Leader.

e. **Skills and Abilities**: The incumbent is expected to come up with creative ways of dealing with sensitive matters vis-à-vis other donors. In addition the incumbent is required to be highly innovative to plan and implement USAID Afghanistan strategic donor coordination plans. Knowledge of USAID reporting tools, such as ASIST and Afghan Info for budgeting and M&E is a plus. The incumbent has the responsibility of keeping and controlling sensitive information on USAID and other donor interventions in Afghanistan. The incumbent also uploads all required documentation into the Mission’s Afghan Info Database. The incumbent is charged with keeping data related to ARTF current in Afghan Info and controlling sensitive information and data on USAID’s program and other donors’ interventions in the host country. The incumbent is expected to play and serve the role of AOR and/or COR for various Program activities of intervention with international donors. In-depth knowledge of USAID programming, policies, regulations, and methodologies is mandatory. The incumbent will be relied upon to provide technical and policy advice to USAID, the Department of State, other USG agencies, donor agencies, implementing partners, recipients, partners, customers, and other stakeholders. The incumbent plays a critical role in formulating the content of USAID's assistance and ensuring coordination with the State Department and other USG agencies.

### III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- **Work Experience**: 35 points
- **Knowledge**: 35 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

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 **Development Program Specialist (Donor Coordination) FSN-11 (72030619R10045)**. 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.

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

[https://docs.google.com/document/d/1rkZ_Xgdlq4Mq9vroj16fJibBYElRhN0b9PGdldAc-G0/edit?usp=sharing](https://docs.google.com/document/d/1rkZ_Xgdlq4Mq9vroj16fJibBYElRhN0b9PGdldAc-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:


3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)

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.