



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030620R10027

ISSUANCE DATE: February 19, 2020

CLOSING DATE/TIME: March 04, 2020 (4:30 pm KBL time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) Development Program Specialist (Budget) – 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** of this solicitation. Incomplete 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 the Point of Contact specified in the Attached 1.

Sincerely,

David Smale
Contracting Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030620R10027**
- 2. ISSUANCE DATE: February 19, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 04, 2020 no later than 4:30 pm Kabul time.**
- 4. POINT OF CONTACT: E-mail at kblaidfsnjobs@usaid.gov.**
- 5. POSITION TITLE: Development Program Specialist (Budget) (Multiple Vacancies)**
- 6. MARKET VALUE: Equivalent to FSN-11 (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.
- 7. PERIOD OF PERFORMANCE: Five (5) years, estimated to start one (1) month following receipt of Security Clearance. Employment contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts.**
- 8. PLACE OF PERFORMANCE: Kabul, Afghanistan with possible travel as stated in the Statement of Duties.**
- 9. ELIGIBLE OFFERORS: Cooperating Country National (CCN), meaning an individual who is a cooperating country (Afghanistan) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.**
- 10. SECURITY LEVEL REQUIRED: Foreign Service National (FSN) Security Certification.**

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent is responsible for managing or performing a wide-range of Mission budget actions including but not limited to out-year budget planning, Congressional Notification, Operational Plan coordination and submission, allowance processing, budget change management, reconciliation, and annual, quarterly, and ad hoc budget reporting and analysis. The incumbent supervises three Office of Program and Project Development (OPPD) Budget Specialists, serves on the Mission Budget Working Group, and reports to the Senior Development Program Specialist (Budget) FSN-12.

2. Statement of Duties to be Performed

Mission Budget Requisition, Planning, Notification, and Obligation:

The incumbent is responsible for:

- Working with the three OPPD Budget Specialists who each support two Technical Offices to ensure all out-year budget requests meet the needs of the Mission's program and follow the official guidance from the State Department's Director of Foreign Assistance (F), the USAID Bureau of Resource Management (BRM), and USAID the Office of Afghanistan and Pakistan (OAPA).
- Analyzing new fiscal year guidance on the annual out-year budget request, the Mission Resource Request (MRR), under the U.S. Embassy's Integrated Country Strategy (ICS) and coordinating the drafting of the MRR.
- Analyzing new fiscal year Congressional Budget Justification (CBJ) guidance and coordinating the drafting of the initial CBJ as well as its clearance through the Mission.
- Analyzing new fiscal year Operational Plan (OP) guidance and then coordinating the drafting, editing, and completion of the relevant budget sections of the annual OP.
- Coordinating the drafting, clearance, and transmission of all base documentation including Strategic Objective Agreement (SOAG) amendments, Implementation Letters (ILs), and other correspondence with the Ministry of Finance as needed. These documents include both financial data tables and program narratives.
- Analyzing new fiscal year appropriations language and drafting the initial version of the Mission's Congressional Notifications (Country Budget Narratives).
- Maintaining high-level contacts at the Ministry of Finance including the Director Generals of Policy and Program Implementation, Budget, Aid Management, and Treasury.

Mission Program Budget Implementation, Monitoring, and Analysis:

The incumbent is responsible for:

- Building the technical capacity regarding USAID and United States Government (USG) annual budgeting across the six technical offices through regularly scheduled training and hands-on budget work.
- In direct coordination with the Office of Financial Management (OFM), Office of Acquisition & Assistance (OAA), and budget specialists from the Mission's six

technical offices, facilitating the preparation of OPPD's contribution to the Mission's Quarterly Financial Reviews (QFRs) and the analysis needed to provide recommendations to Mission Management as to optional courses of action.

- Ensuring that decisions agreed upon during QFRs are followed up and completed, registering them when they are, and reporting progress to all Mission stakeholders.
- Providing expert analysis of QFR data for the six Mission technical offices regarding budget preparation for Project Appraisal Documents, new project and mechanism designs, cost estimates, and expenditure trends
- Supervising three OPPD Budget Specialists as they provide budget backstopping across the range of project design, planning, and implementation including daily reconciliation of the budget tracking tool OPS Master with the Agency's Phoenix accounting system, and the management and registering of un-sub-obligated pipeline, project mortgages, project and SOAG close out, de-obligations, accruals, open commitments, and reprogramming of funds by Objective, Program Area, Program Elements and implementing mechanism budget change notices.
- Ensuring compliance with the USAID budget policies, adherence to the Agency's forward funding guidance, and Congressional appropriation legislation, thereby facilitating program implementation.

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 supervision of the FSN-12 Senior Program Development Specialist (Budget). Once assigned, the incumbent will be required to work with minimal supervision.

4. Supervisory Controls

The incumbent supervises up to three FSN-10 Program Development Specialists (Budget). The incumbent will also provide technical support and oversight to all on-budget monitors through coordination of the on-budget monitor working group.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** Bachelor's degree in business, administration, public administration, economic and/or finance field is required. (Education requirement must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of five years prior experience in project development, monitoring and evaluation, social sector development or economics is required which includes analysis and interpretation of policies, procedures, data, and presentation of findings in written and oral form with governmental, bilateral or multilateral agencies is required. (Work experience requirement must be met at the time of application for the subject position).
- c) **Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading Dari and/or Pashtu is required. (English language ability will be tested).
- d) **Knowledge:** General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, in-depth familiarity with the NGO and development community. A thorough understanding of the substantive elements of USAID's design and implementation policies and regulations as well as monitoring and evaluation processes is desirable. Must be able to obtain, analyze and evaluate complex data and to prepare precise and accurate reports and analyses of information. Broad knowledge of accounting and internal control processes is required.
- e) **Skills and Abilities:** The incumbent must be able to develop and maintain both internal and external contacts, including technical offices, the Regional Legal Advisor, Contracts Officer, and representatives of government and non-government participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required skills.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

All applications will be screened for meeting the minimum requirements (Education and Experience). Successful applications will then be ranked by the TEC on Work Experience (100 Points).

Following the ranking by the TEC, successful candidates will be invited for an English and Proficiency Test (EPT) and a Knowledge, Skills and Abilities Test. Successful candidates for these tests will further be invited for an oral interview. Candidates will be selected on final average scores of the Knowledge, Skills and Abilities and Interview.

IV. SUBMITTING AN OFFER

Applicants are required to complete and submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Development Program Specialist (Budget) FSN-11 (SOL#: 72030620R10027)**. Offers must be received by the closing date and time specified in **Section I, item 3**.

REQUIRED DOCUMENTS:

- a. Complete the mandatory Google form application available on the following link: https://docs.google.com/forms/d/e/1FAIpQLScITQGea10QMmkOqKIRsrRqv2J0Jmw_GB-AodUxKSLi9FjRbg/viewform?usp=sf_link
- b. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- c. Updated version of Application for Employment as a Locally Employed Staff (DS-174, dated 6/30/2022) <https://eforms.state.gov/Forms/ds174.PDF> (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
- d. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL FOUR ABOVE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, GOOGLE FORM, COVER PAGE, CV OR UPDATED 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_Xgdql4Mq9vroj16fJibBYEIRhN0b9PGdldAc-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 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 application, candidates must also meet in full the experience requirement. There is no exception to 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 in disqualification of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- 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 PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Pre-employment Medical History and Examination Form;
2. U.S. Embassy Kabul Security Certification Request;
3. Appointment Affidavits Standard Form 61.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - Defined Contribution Plan (DCF) 12% of the base salary
 - Premium Pay
 - Leave Benefits (Annual, Sick, Maternity, Nursing, Hajj (Pilgrimage) and Special)
 - Medical Benefits
 - Death and Disability Benefits
 - Retirement and other end of service benefits
 - Travel and Temporary Duty (TDY) Benefits
2. ALLOWANCES (as applicable):
 - 25% Unique Conditions of Work Allowance (UCWA)
 - Transportation Allowance

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 CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: 497 - Accounting Info: Appropriation: 7217/181037 Fund Code: ES-OCO/2017/2018	1	LOT	\$ TBD	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/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>