



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030620R10031

ISSUANCE DATE: March 17, 2020

CLOSING DATE/TIME: April 01, 2020 (4:30 PM Kabul 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** 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,

Contracting Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030620R10031**
- 2. ISSUANCE DATE: March 17, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: April 01, 2020 no later than 4:30 PM Kabul time.**
- 4. POINT OF CONTACT: E-mail at kblaidfsnjobs@usaid.gov.**
- 5. POSITION TITLE: Procurement Agent (Multiple Vacancies)**
- 6. MARKET VALUE: Equivalent to FSN-07 (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 plays a key role in USAID's property management program by assisting the USAID procurement of goods and services from both the local and offshore economy. The incumbent 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

1. The incumbent forms part of the Executive Office staff and, accordingly, assists with local/offshore procurement budget preparation and work plan scheduling. The incumbent shall be 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 (USG) and responding to their requests for payment status, etc. The incumbent keeps appropriate documentation records (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.

2. 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 the preparation of the necessary procurement documents (in accordance with FAR/AIDAR regulations) for funds validation and approval. Incumbent prepares documentation in a format suitable to facilitate voucher preparation. The incumbent 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.
3. 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 1311 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**

Receives direct supervision from the Executive Officer. Work is monitored upon completion for accuracy and adherence to instructions.

4. **Supervisory Controls**

None

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a) **Education:** At least two (2) years of college/university studies in business administration, business management, contracting and/or 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' experience in procurement with a USG organization, or previous employment relating to procurement activities with 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 and/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

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 **Procurement Agent FSN-07 (SOL#: 72030620R10031)**. 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/1FAIpQLSeMbZvSiEfWLL8X4HVgcNwcSHj9IpH6oI9LSFfpGVjeUFj5MA/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 Contracting Officer (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: 7219/201000 Fund Code: OE-OCO/2019/2020	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>