



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030620R10035

ISSUANCE DATE: September 14, 2020
CLOSING DATE/TIME: September 28, 2020 (4:30 PM Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Project Development Specialist FSN-10 – (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 attachment 1.

Sincerely,

Contracting Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030620R10035**
- 2. ISSUANCE DATE: September 14, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: September 28, 2020 no later than 4:30 PM Kabul time**
- 4. POINT OF CONTACT: E-mail at kblaidfsnjobs@usaid.gov**
- 5. POSITION TITLE: Project Development Specialist**
- 6. MARKET VALUE: Equivalent to FSN-10 (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 Office of Program and Project Development (OPPD) provides Mission-wide support for country strategy development and implementation; project and activity design; monitoring, evaluation, and learning; donor coordination; resource management; and development outreach. This position is part of OPPD's Program Support Team (PST). The PST supports the Mission to conduct strategic planning and implementation; design, monitor, evaluate, and apply learning to projects and activities; provide GIS mapping and data visualization; manage award information; comply with environmental requirements; and conduct portfolio reviews and performance results reporting.

As a member of the PST, the incumbent guides and facilitates project and activity design,

monitoring, evaluation, and learning at the Mission, in accordance with ADS 201 and other Mission policies. The incumbent serves as the primary liaison between OPPD and the technical teams.

2. Statement of Duties to be Performed

- The incumbent backstops one or more technical offices and remains in continuous contact and consultation with the assigned office(s); assumes responsibility for coordinating the OPPD response on all documentation and actions on which the input, advice and clearance of the Office is sought. Keeps abreast of all developments in the assigned office and ensures that the OPPD leadership is informed of all significant developments.
- The incumbent actively participates on project and activity design teams as an expert on the design to procurement process to ensure that USAID's analytical design requirements, guidance, and requirements are fully met.
- The incumbent facilitates the development of project and activity problem analyses, solution analysis/results to be achieved, sustainability analysis, and theory of change. The incumbent provides guidance on the documents and processes required for project and activity approval and edits these documents as necessary. In this capacity the incumbent facilitates the review and inputs of OPPD's other sections are incorporated into each design. The incumbent ensures analysis and incorporation of lessons learned and other reports/assessments etc. from past programming to new designs. The incumbent works in close collaboration with technical and support offices, including the Resident Legal Officer (RLO), Office of Acquisition and Assistance (OAA), and the Office of Financial Management (OFM) throughout the design process.
- The incumbent provides guidance on the Mission's MEL policy, processes, and procedures to the technical teams. This includes reviewing activity monitoring, evaluation, and learning plans (AMELPS), updating the Monitoring Requirements Table, providing support to develop Multi-Tiered Monitoring (MTM) plans, including annual reviews and updates, and conducting monitoring compliance reviews for the technical team the incumbent backstops. The incumbent supports technical teams to develop evaluation/assessment statements of work, review evaluation/assessment reports, and complete post-evaluation action plans.
- As a member of the OPPD team, the incumbent participates in portfolio reviews; strategy development; and performance reporting. The incumbent may be tasked to represent USAID/Afghanistan in both internal and external meetings with USAID staff, implementing partners, and others.
- The incumbent serves as the Contracting Officer's Representative for the Mission's Afghanistan Monitoring, Evaluation, and Learning Activity (AMELA) and will exercise broad adjustments in setting support for AMELA priorities, managing

resources, implementing activities, and coordinating with Mission AMELA Activity Managers and Technical Offices to achieve the AMELA objectives

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. **Supervisory Relationship**

Incumbent reports to the Program Support Team Lead and/or the designee as appropriate.

4. **Supervisory Controls**

N/A

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

- a) **Education:** A bachelor's degree in sociology, economics, psychology, organizational studies, development studies, sociology, and political science is required. (Education requirement must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of five (5) years of progressively responsible work experience with an Afghan Government institution or international (bi-lateral or multilateral) development entity involving project design and implementation, and/or monitoring, evaluation and learning is required. (Work experience requirement must be met at the time of application for the subject position).
- c) **Language:** Level IV (Fluent) speaking/reading/writing of English language and Level IV (Fluent) speaking/reading/writing of Dari and/or Pashto is required. Must be able to communicate effectively in both written and spoken English at a professional level. (English language ability will be tested).
- d) **Knowledge:** The incumbent must have a strong knowledge of principles of project development, logical frameworks, analytical requirements, monitoring, evaluation and learning as well as financial planning. A good knowledge of Afghanistan's economic, political, social and cultural characteristics, development prospects, potential, priorities, and resources with a knowledge of, or potential to acquire understanding of programming, project design and implementation policies, procedures and documentation pertaining to development assistance.
- e) **Skills and Abilities:** The incumbent must have the ability to establish rapport, maintain contacts with officials in technical, and support offices within USAID, mid-level officials

in Government of Afghanistan (GoA), Non-Governmental Organizations (NGOs) and the private sector. The ability to explain USAID project and activity design and MEL guidance, its policies, practices, analytical and documentation requirements to officials within USAID and its stakeholders outside is important. The ability to perform any of the mandatory analysis and formulate non-technical aspects/sectors of a design document; the skill to organize and present aspects of a project and activity design into appropriate written and/or oral formats is needed. The ability to design evaluation and assessment statements of work, advise on monitoring and evaluation of activities, including selecting indicators and MEL methodology, is required. The incumbent must have proficiency in using MS Office Suite (e.g. MS Word, Excel, and PowerPoint). The incumbent must be able to plan and carry out assignments with a high degree of independence and accuracy.

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 **Project Development Specialist FSN-10 (SOL#: 72030620R10035)**. 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/1RLkjhFEK3TbL3YbT4ZOWPmn9uALI_111q

[KOZH0LHrNU/edit?usp=sharing](https://www.acbar.org/applicationform)

- 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 on 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>