



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: September 16, 2008

CLOSING DATE: October 15, 2008

SUBJECT: Solicitation No. 306-08-96/OIEE for U.S/TCNPSC Personal Services Contract (US/TCNPSC) **Engineer - Roads**

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation.

Submission shall be in accordance with the attached information and applications should be submitted electronically to iee0896@usaid.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until October 15, 2008.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at schayapathi@usaid.gov or James Berscheit, Executive Officer (A), Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at jberscheit@usaid.gov. Applications should only be sent to iee0896@usaid.gov and no to any individuals.

Sincerely,

John Winfield
Sup. Executive Officer
USAID/Afghanistan

SOLICITATION NO. 306-08-96/OIEE

1. SOLICITATION NUMBER:	306-08-96/OIEE
2. ISSUING DATE:	September 16, 2008
3. CLOSING DATE:	October 15, 2008
4. POSITION TITLE:	Engineer-Roads
5. Number of Positions:	Two
6. MARKETING VALUE:	GS-13 (\$68,625 - \$86,217)
7. ORGANIZATIONAL LOCATION OF POSITION:	USAID/AFGHANISTAN
8. DIRECT SUPERVISOR:	Head of Transportation and Roads group
9. SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
10. PERIOD OF PERFORMANCE:	The Personal Services Contract will be for 12 months, with an option for renewal.
11. SECURITY ACCESS:	U.S Citizens: Secret Level Third Country Nationals: Employment
12. AREA OF CONSIDERATION:	U.S. OR Third Country Nationals (TCN) Citizens

POSITION DESCRIPTION: USAID ENGINEER - Roads

A. BACKGROUND:

For more than 25 years Afghanistan's transport infrastructure deteriorated significantly due to a chronic lack of maintenance, little or no construction, war damage and destructive weather elements. Since 2002 the U.S., other countries and non-governmental organizations have made much progress in rehabilitating the country's critical infrastructure and rebuilding national, provincial and rural farm-to-market roads was a major focus. USAID is a major donor in providing critical support to Afghanistan's transport infrastructure needs. The agency is funding the construction of 718 km of the 1006 km-long Ring Road that runs from Kabul to Herat; building or planning the construction of ten provincial roads that connect population centers to the Ring Road, 50 district centers roads, and several urban road projects totaling just under an additional 1000 km of road. In addition to continuing rehabilitation and construction tasks, there is a critical need to develop an indigenous capacity to operate and maintain completed road works, which is currently lacking. There are not significant Afghan private or public sector organizations capable of conducting major road construction or maintenance operations. Afghan funding of operations and maintenance, as well as infrastructure development, is also an issue, because of limited and uncoordinated cost recovery schemes. USAID is currently providing capacity-building assistance for ministries, leadership and planning support and donor coordination.

B. BASIC FUNCTION OF THE POSITION:

The successful candidate serves as Roads Engineer with the Transportation/Roads Group of USAID/Afghanistan's Office of Infrastructure, Engineering and Energy (OIEE) to help expand the road network, and build capacity to operate and maintain it. He/she is responsible for identifying, planning, designing and implementing assigned on-going and planned USAID-funded road and other transportation projects, and related engineering, construction and capacity building activities. These activities span virtually the full range of planning, engineering and construction functions including the formulation of development policy and strategy; legal, regulatory, and institutional reform initiatives; encouragement of private sector participation; promotion and monitoring of the efficient use of physical, financial, human resource and other assets; the design and implementation of systems to reduce corruption and improve operation and maintenance practices. The anticipated portfolio of USAID/Afghanistan's ongoing and planned transportation activities is estimated at \$800M. The successful candidate reports to the Head of the Transportation/Roads Group. In coordination with the assigned staff and contractors, the successful candidate provides a full range of expert engineering and construction policy advice and analytical and technical support to the Head of the Transportation /Roads Group; develops Program priorities, harmonizes such plans and priorities with other Mission programs through cooperation with the Program and Project Development Office. He/she develops internal Mission documentation supporting project planning and implementation, such as Action Memoranda and Modified Acquisition and Assistance Documents

(MAARDS). He/she leads internal and external reporting by the Transportation/Roads Group to meet USAID/Afghanistan, USAID/W and Embassy requirements.

C. Duties and Responsibilities

The incumbent will have the following duties and responsibilities:

1. Provide high quality engineering and other technical assistance and guidance in the design of new activities under the transportation/roads program, including conceptualization, analysis, and approval documentation
2. Provide detailed engineering advice and overall guidance regarding implementation of transportation/roads program activities including developing scopes of work and other implementing documentation; interfacing with relevant governmental and non-governmental organizations; analyzing technical and public policy issues; reporting; problem solving and other implementation actions.
3. Manages the timely preparation of detailed engineering designs, plans and cost estimates for assigned programs and activities, and ensures that they comply with appropriate national and international standards, and reflect agency best practices.
 - Reviews, evaluates, and makes professional recommendations concerning engineering feasibility of plans developed.
 - Analyzes and evaluates designs, drawings, specifications, schedules and lists of equipment requirements and informs/recommends USAID's position on assistance commitments for activities.
 - Ensures, with the assistance of the appropriate Mission personnel, that environmental and sustainability issues are considered in the program design in keeping with agency practices.
4. Serves as Cognizant Technical Officer (CTO) for contracts in the sectors he/she oversees. As CTO, the incumbent is responsible for providing technical directions or guidance to the contractors in accordance with the terms of the contract. Specifically he/she:
 - Provides expert technical advice and direction to contractors' staff; keep the Transportation/Roads Group and the Contracting Officer informed on progress of work;
 - Monitors adequacy and acceptability of delivered goods and services under approved activities including construction, equipment installation and training activities through field inspections, reviewing contractor reports, and meetings with project personnel and contractor representatives.

- Provides technical assistance to the Contracting Officer in responding to the proposed changes in the construction scope of work, the validity of claims and the reasonableness of contract time extensions: provides appropriate technical assistance to the Contracts Office in issuance and negotiations of change orders in accordance with FAR procedures;
 - Receives and inspects completed services or supplies upon delivery, verifies that they meet the acceptance standards and delivery schedules, as specified in the contract;
 - Performs administrative responsibilities including but not limited to activities such as: drafting project implementation letters, preparing action memoranda and reports, estimating expenditures, reviewing payment vouchers, responding to audits, assessing claims, and performing other related activities.
5. Submits status and other reports and memoranda to the Mission management regarding progress and performance, problems and corrective actions, and general oversight. Reports shall be of sufficient scope so as to be useful to USAID in fully monitoring the progress of contract administration and reviewing contractor performance. Where deficiencies are noted, recommends corrective action.

D. EVALUATION CRITERIA/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- 1. Technical Skills: (30 Points)** Demonstrated ability to initiate, develop and implement development projects particularly in the transport sector. Mastery and experience in engineering design and construction of roads. Experience in developing countries, post-conflict environment or emergency response situations preferred. Demonstrated technical skills related to the design, construction, quality control, and evaluation of road projects. Relevant engineering degree with substantial experience in design and construction and project development is required. Knowledge of FAR and AIDAR construction contracting procedures is highly preferred.
- 2. Management Skills: (30 Points)** Demonstrated construction and program management skills including previous experience in program, contract and grants management. Demonstrated ability to effectively and efficiently manage/supervise resources (staff equipment, budget). Extensive field experience, preferably in Asia, in developing country environments. Minimum of 10 years experience in project development and management. including substantial experience in the transportation sector, more specifically roads.
- 3. Interpersonal Skills: (20 Points)** Prior experience and demonstrated ability to interact effectively with senior officials of government and international organizations. Demonstrated ability to work productively in a multicultural environment. Ability to work collaboratively with senior

SOLICITATION NO. 306-08-96/OIEE

host country officials and representatives of international organizations, donors, NGOs, other US Government officials, and USAID assistance providers.

- 4. Communication Skills (20 points)** Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for one year from on/about November 20, 2008 to on/about November 19, 2009. Within 4 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another

date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 13. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and two Regional Rest Breaks. While you will have to use your Annual Leave or Compensatory off for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. There are 4 destinations for Regional Rest Break - they are: Dubai, New Delhi, Istanbul or Baku.

Afghanistan is a no-dependent post.

F. General information regarding living and working conditions in Afghanistan

Life in Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

G. Medical and Security Clearance

The selected applicant must be able to obtain a (US Citizens should obtain USG Secret Level and Third Country Nationals should employment authorization) security clearance and a (US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance by certified doctor) medical clearance.

H. Benefits:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave

- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
 - (2) Living Quarters Allowance (Section 130)
 - (3) Post Allowance (Section 220)
 - (4) Supplemental Post Allowance (Section 230)
 - (5) Post Differential (Chapter 500)
 - (6) Payments during Evacuation/Authorized Departure (Section 600) and
 - (7) Danger Pay (Section 650)
 - (8) Education Allowance (Section 270)
 - (9) Separate Maintenance Allowance (Section 260)
 - (10) Education Travel (Section 280)
- * Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

I. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs

- | | |
|------------|--------------------------------------------------------------------------------------------------|
| AAPD 06-11 | Home Leave and Revised General Provision 5, Leave and Holidays |
| AAPD 06-10 | PSC Medical expense payment responsibility |
| AAPD 06-07 | AIDAR, Appendix D: Contract budget, salary determination and salary increase |
| AAPD 06-01 | Medical evacuation insurance |
| CIB 01-10 | Revision of medical clearance process - PSC with U.S. Citizens |
| CIB 01-07 | Clarification of the extension/renewal policy regarding PSCs |
| CIB 01-05 | Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs) |
| CIB 00-08 | Revision of Competitive Process - PSCs with U.S. Citizens |
| CIB 00-03 | FICA & Medicare Tax Rates for Personal Services Contracts |
| CIB 99-22 | PSC Policy |

SOLICITATION NO. 306-08-96/OIEE

- CIB 98-23 Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
 - CIB 98-16 Annual Salary Increase for USPSCs
 - CIB 98-14 Change in Required Application Form for USPSCs
 - CIB 98-11 Determining a Market Value for Personal Services Contractors Hired under Appendix D.
 - CIB 97-17 PSC's with U.S. Citizens or U.S. resident aliens
 - CIB 97-16 Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
 - CIB 96-23 Unauthorized Provision in Personal Services Contracts
 - CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
 - CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
-
- CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/procurement/buopp/procurement/cib/subject.html#psc>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

J. LIST OF REQUIRED FORMS FOR PSCs:

For initial consideration:

1. Completed OF-612 is required.
2. Contractor Physical Examination (AID Form 1420-62).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86)
4. Finger Print Card (FD-258). ** (Available from the law enforcement offices or in USAID/Washington).

K. APPLYING

Qualified individuals are required to submit a U.S government OF-612 which is available at the USAID website

<http://www.usajobs.opm.gov/forms.asp>, or at Federal Offices. Applicant's CVs may also be included as an attachment.

SOLICITATION NO. 306-08-96/OIEE

All applications should be submitted electronically to:
Attention: Seetha Chayapathi

Human Resources Specialist
USAID/Afghanistan
iee0896@usaid.gov

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for and interview. Applications may submit an application against this solicitation at any time but prior to **October 15, 2008**, unless revised. Please note that only short listed candidates will be notified.

List of Required PSC forms outlined below can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html.

1. OF-612
2. Contractor Physical Examination (AID Form 1420-62)
3. Questionnaire for Sensitive Positions (for National Security) SF-86, or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258). Standardized regulations (government civilians foreign areas)

Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. Note: The selected individual must be able to obtain a security and medical clearance.

Point of Contact

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Fax (202) 216-6288 (Ext. 105) Email: schayapathi@usaid.gov.

Place of Performance

Address: USAID/Afghanistan
U.S. Embassy
Great Masoud Road
Kabul, Afghanistan