



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: September 11, 2011  
CLOSING DATE: September 10, 2012 (Priority deadline is Oct 10, 2011)

SUBJECT: Solicitation No. 306-11-43/OAA for U.S/ Third Country Nationals Personnel Service Contractor (US/TCNPSC)  
**Senior Acquisition and Assistance Specialist (Multiple)**

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 the e-mail address provided in the attached solicitation.

This solicitation will remain open until September 10, 2012, 16:30hrs local time. Applicants are encouraged to submit their applications by the priority deadline (October 10, 2011) in order to be considered in the first round of the review process. Applicants may submit an application against this solicitation at any time prior to September 10, 2012 (unless revised). Applications received after the priority deadline will be considered on an as needed basis.

Any questions on this solicitation may be directed to Sameer Lodeen, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4344 or e-mail at [slodeen@usaid.gov](mailto:slodeen@usaid.gov)

Sincerely,

  
Eric D. Adams  
Contracting Officer  
USAID/Afghanistan

9/10/11

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**SOLICITATION NO. 306-11-43/OAA**

1. SOLICITATION NUMBER: 306-11-43/OAA
2. ISSUING DATE: Sep 11, 2011
3. CLOSING DATE: Sep 10, 2012  
(Priority deadline is Oct 10, 2011)
4. POSITION TITLE: Senior Acquisition & Assistance Specialist
5. Number of Positions: Multiple
6. MARKETING VALUE: GS-13 (\$71,674 - \$93,175)
7. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN
8. DIRECT SUPERVISOR: USAID/Afghanistan, Contracting Officer
9. SUPERVISORY CONTROL: Minimal. The incumbent is expected to act independently with little direction.
10. PERIOD OF PERFORMANCE: 13 months with an option for renewal
11. SECURITY ACCESS: U.S Citizens: Secret Level  
Third Country Nationals: Employment Certification.
12. AREA OF CONSIDERATION: U.S. OR Third Country Nationals (TCN) CITIZENS

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**POSITION DESCRIPTION: USAID SENIOR ACQUISITION AND ASSISTANCE SPECIALIST**

**A. Basic Functions of the Position**

The incumbent will have the following duties and responsibilities:

The senior acquisition and assistance specialist is the primary assistant and team leader to the Contracting Officer assisting USAID/Afghanistan Strategic and Special Objective Teams (SOTs) with achieving implementation results and SO goals and objectives. He/she does this by applying high-level acquisition and assistance (A&A) knowledge, skills and abilities while working independently on activity design and implementation of A&A assignments. Responsibilities involve a wide range of A&A actions. These actions include both simple and complex contracts under all contract types. USAID/Afghanistan has a wide range of multi-million dollar contract and assistance actions. There are very complex multisectoral programs with high funding levels and significant infrastructure work. Besides being able to apply professional procurement skills multisectorally, incumbent will be expected to fulfill a leadership and supervisory role for USAID Foreign Service National employees, plus deal with multiple U.S. and host government entities and cross cultural issues.

**B. DUTIES AND RESPONSIBILITIES:**

1. The senior acquisition and assistance specialist serves as the Office of Acquisition and Assistance (OAA) SOT Leader and principal advisor for a broad range of USAID A&A activities, to include high dollar, complex procurement and contract administration and assistance actions such as solicitations, modifications, delivery and purchase orders, and related actions. He/she exhibits leadership in conducting technically proficient procurement and assistance expertise while fully complying with all relevant laws, regulations and procedures in a team centric and customer oriented manner.
2. Pre-award Expertise and Services: Performs all actions required to conceptualize, plan, solicit, negotiate and award many kinds of procurement and assistance actions of varying complexity. Conducts A&A planning and subsequent pre-award activities fully supportive of the Mission's strategic and special objectives and related results expectations and requirements.
  - Fully understands performance-based A&A principles with a resulting capability to meld OAA procurement and assistance services into specific contributions to appropriate Strategic/Special Objectives (SOs), Intermediate Results (IRs), and lower level indicators, outputs and inputs.

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- Elicits requirements, reviews requests to include consulting on scope of work or program description documents, and manages the A&A process whereby the comprehensive requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), Code of Federal Regulations (CFR), Office of Management & Budget Circulars (OMB Circulars), Automated Directive System (ADS) etc., are used to process acquisition and assistance actions. Whether assignments involve competitive or noncompetitive actions the incumbent must still manage the technical and commercial evaluation plus subsequent negotiation processes in all actions to arrive at contractually appropriate instruments. This includes completing fully documented files with certifications, negotiation memoranda reflecting complete explanations for CO decisions, a comprehensive record of commitments and obligations of the parties, and of course a fully executed contract or assistance document.
3. Post-award Expertise and Services. Performs all actions required to administer the complete variety of A&A instruments from contractor/recipient mobilization through to closeout. Relies on a comprehensive mastery of the Mission SO Plan, FAR, AIDAR, ADS, CFR, OMB Circulars and other procurement/assistance guidance sources to conduct performance based administration which maximizes the specific contributions of all parties towards achievement of the Mission's IRs and SOs.
- With the objective of maximizing problem avoidance over reaction, exercises a leadership role to include coordinating with technical, controller and legal officers, conducting meetings and conferences as required, interpreting contract or award provisions, and negotiating and finalizing instrument modifications.
  - Coordinates special requirements with other U.S. Government offices and agencies, primarily including the Inspector General, Special Inspector General for Afghan Reconstruction (SIGAR), Defense Contract Audit Agency, General Accounting Office, and Small Business Administration. Ensures that results contractually required are documented and that A&A actions are properly closed out, to include resolving indirect cost matters and preparing any needed final modifications. Serves as the primary responder to Freedom of Information Act requests.
4. SO Team Membership and Support Services: Serves on one or more SO Teams. Collegially represents the A&A viewpoint with the objective of having all team members fully understand and appreciate the value added nature of the procurement and assistance function, how to obtain needed services or assistance per SO time schedules, as well as the statutory

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and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. and host country partner government's best interests.

5. **Mission Support Services.** As one of the Mission's Acquisition & Assistance Specialists, provides crucial international and local knowledge, consultation and advice to senior Mission management for achievement of results. Establishes and maintains an authoritative Mission presence to include performing independent travel and giving consultative advise on USAID A&A policies and procedures to external groups (e.g. other USG agencies, NGOs, PIOs, for-profit contractors, other donors, etc.). Serves as the primary trainer and advisor for FSN A&A staff, providing advice, training and support for FSNs and U.S. direct hire (or other staff).
6. Performs other job related duties as assigned.

**C. EVALUATION/SELECTION CRITERIA:**

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

1. **Education:** At least Bachelor of Science/Arts, Business, Political Science, International Relations, Finance, Mathematics, Statistics or a related in field is required. A Master's Degree in a related field is desirable.
2. **Work Experience:** Minimum of 5 years of progressively responsible experience in a related field or other procurement organization with hands-on experience in Acquisition and Assistance executing duties similar to those described herein.
3. **Past Performance: (40 Points):** Demonstrated ability to successfully perform duties similar to those described herein and to assume greater responsibilities within an organization as evidenced through performance and reference checks.
4. **Language Proficiency: (20 Points)** Must have excellent English communication skills, both orally and in writing. Candidate must have the ability to present, analyze and make recommendations in clear written and oral formats.
5. **Knowledge: (20 Points)** Thorough knowledge of all applicable acquisition and assistance management regulatory and procedural guides and U.S. Government procurement and assistance practices. Also requires knowledge of business to include marketing, accounting and administrative systems, indirect costs, and profit objectives. An

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understanding of project planning and implementation procedures and operations is also desirable.

- 6. Skills and Abilities: (20 Points)** Candidate must possess sound independent judgment with the skill to strategize, develop and effectively implement activities. Effective negotiating skills and the ability to work in a team spirit and to maintain cordial and professional relationships with Host Government, NGO and Contractor personnel is essential. Ability to perform sophisticated analysis of budgets and contract/ proposals is required. Position requires a high level of ability with regard to understanding contracting and assistance policies and regulations and the ability to analyze situations and accurately apply those regulations using sound judgment. Excellent interpersonal skills and a genuine interest in assisting the Mission staff with expedient program implementation is necessary. The candidate must have demonstrated ability to train and mentor A&A staff and serve as a technical recourse for mission staff. A High degree of professionalism, discretion, and sound judgment in representing the USG are essential elements of the position. Demonstrated ability to work in teams (i.e., team player skills) and commitment to the team mode of operation. The candidate must also poses excellent organization, administrative and computer related skills.

**Maximum Points Available: 100.**

**Term of Performance**

The term of the contract will be for 13 month with the option for an extension based upon performance and need. Selection of the preferred candidate and contract award will be made as soon as possible, subject to an interview and medical and security clearances. 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 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID for U.S. PSCs only. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and three **Regional Rest Breaks**. While you will have to use your Annual Leave or Compensatory off for R&R, you will be entitled to 10days Administrative Leave plus for three Regional Rest Break. There are 2 destinations for Regional Rest Break - they are: Dubai or New Delhi.

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Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. PRT sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

Afghanistan is a non-dependent post.

**Medical and Security Clearance**

The selected applicant must be able to obtain a USG Secret Level security clearance, TCN should have Employment Certification by the RSO, and a Department of State Class I 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.

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

- AAPD 04-15 Cash awards for USPSCs AND TCNPSCs
- 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 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation.
- 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
- 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
- CIB 98-23 Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
- 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
- AAPD 10-03 Implementing benefits for same-sex domestic partners of USPSCs
- AAPD 10-01 Changes in USG reimbursement amounts for health insurance and physical examination costs

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

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[http://www.usaid.gov/business/business\\_opportunities/cib/](http://www.usaid.gov/business/business_opportunities/cib/)

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

#### J. APPLYING

All applications should be submitted electronically to e-mail address

[AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)

Attention: Sameer Lodeen  
Human Resources Specialist  
USAID/Afghanistan

To ensure that your application is received for the intended position, please reference the solicitation number in the subject line of your e-mail as (oa1143) or your application may not be considered.

Applicants may submit an application against this solicitation at any time but prior to Sep 10, 2012 16:30 local (Kabul) time unless revised. The highest ranking applications may be selected for an interview. Please note that only short listed candidates will be notified.

#### K. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. Qualified individuals are required to submit a U.S government OF-612 form which is available at the following websites:
  - a. <http://www.opm.gov/forms/html/of.asp>
  - b. or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>
2. His/her most current curriculum vitae (CV) or resume;
3. Three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts,
  - The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

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The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

**Point of Contact:**

Sameer Lodeen

Human Resources Specialist

Email: [slodeen@usaid.gov](mailto:slodeen@usaid.gov)

Phone (in Afghanistan) - (202) 216-6288 Ext. 4344;

**Note:** No in-person appointments or telephone calls will be entertained.

**Place of Performance**

USAID/Afghanistan

U.S. Embassy

Great Massoud Road

Kabul, Afghanistan