

ATTACHMENT TO SOLICITATION NO. 51-2013

1. SOLICITATION NUMBER: 51/2013
2. ISSUANCE DATE: 09/09/2013
3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: 09/20/2013 (6 p.m. Almaty Time)
4. POSITION TITLE: USPSC Senior Food Security Specialist
5. MARKET VALUE: \$84,697-\$110,104 per annum (GS-14 equivalent) with 25% Post Differential (currently)
6. PERIOD OF PERFORMANCE: One year
7. PLACE OF PERFORMANCE: USAID/Central Asian Republics/Tajikistan Country Office, Dushanbe, Tajikistan
8. JOB DESCRIPTION:

A) BACKGROUND

USAID's program in Tajikistan is part of the USAID Regional Mission for Central Asian Republics (USAID/CAR) headquartered in Almaty, Kazakhstan, with country offices in Tashkent, Uzbekistan; Ashgabat, Turkmenistan; and Dushanbe, Tajikistan. USAID/CAR is responsible for strategic planning, program design and implementation, achievement of results, and reporting for USAID assistance in the four Central Asian Republics (CARs). The U.S. Government's regional effort focuses on economic growth, governance and service delivery and managing trans-boundary water and energy resources, implemented through a mix of regional and country-specific programs.

Tajikistan's strategic interest to the United States center on its extreme poverty relative to other CARs and the fragility of its 800-mile porous border with Afghanistan; USAID's FY2013 \$26 million budget for Tajikistan accounts for nearly half USAID/CAR's total assistance program. The Tajikistan Country Office (TCO) has 18 staff: five USDH officers, one USPSC, and 12 Foreign Service Nationals (FSNs), serving on three teams: Economic Development (ED), Health, Education and Democracy/Governance (HEDG) and Program. The ED team oversees TCO activities in agriculture, trade and energy. Agriculture is TCO's largest single sectoral program.

USAID's agriculture program in Tajikistan has grown significantly since 2012, when the country was designated a Feed the Future (FTF) focus country. Tajikistan's FTF initiative is country-specific; the TCO team in Dushanbe has overall responsibility for technical direction and implementation management. Tajikistan's FTF Initiative integrates agriculture, policy dialogue, land reform, irrigation management, and nutrition. Program implementation is at a critical point of engagement and collaboration with Government of Tajikistan (GOTI) counterparts and the Development Coordination Council (DCC), which governs Tajikistan's large, effective donor community. The GOTI recently adopted the integrated approach to agriculture, nutrition, irrigation management and land reform that USAID has advocated for over the past two years. The Prime Minister will formally launch the Joint GOTI/DCC Food Security Initiative in September 2013.

USAID in Tajikistan is seeking an experienced, highly motivated, and highly qualified agriculture/food security specialist to support the existing, dynamic TCO team working in partnership with other donors to implement the government's agrarian reform program. S/he will serve as a sectoral expert in providing intellectual leadership, technical support and hands-on program management needed to carry this initiative forward. The incumbent will provide technical and substantive input in the design, implementation, and monitoring of projects S/he will report to the Economic Growth Team Lead and play a key role in strategic planning and donor coordination, report writing, as well as in managing resources, and working with implementing partners.

The specialist must work in close coordination with senior government leadership officials at the Deputy Prime Minister and Ministerial level; interact continually with colleagues in the donor community, e.g., country directors and representatives of the World Bank, European Union, German Development Agency (GIZ), UK AID, and UN agencies including the Food and Agriculture Organization, World Food Program and others; and direct and lead USAID implementers as needed.

USAID recently procured a participatory extension services activity to pilot extension models in the FTF focus area. The resulting extension system will be a conduit for disseminating info about and the implementation of agrarian reform. The specialist will provide technical guidance to USAID colleagues and the implementer during key stages of the piloting process to ensure the successful development and testing of a sustainable participatory extension model to be replicated throughout the FTF focus area.

In sum, USAID in Tajikistan is seeking a seasoned expert with significant practical experience in establishing, managing, and evaluating agriculture extension services; who has knowledge of agriculture policy and technical issues and who has extensive experience with government and donor coordination in developing countries to serve up to one year in Tajikistan during a time of significant positive development and change in agrarian reform.

B) DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Economic Development Team Leader, the Senior Food Security Specialist will have the following duties and responsibilities.

- 1) Manage staff and programs, including grants, cooperative agreements and contracts through the following tasks:
 - Manage new and existing grants, cooperative agreements and contracts that may cover extended periods of time and involve substantial funds, assuming general program management oversight of various projects developed. Collaborate and coordinate closely with members of the USAID/CAR/TCO Feed the Future team.
 - May serve as Contacting Officer's Representative (COR) and/or Agreement Officer's Representative (AOR) or their Alternates on Feed the Future activities. As COR or AOR, s/he would be solely responsible for providing technical direction; monitoring and evaluating the delivery of assigned activities in compliance with the terms of cooperative agreements and contracts; submits activity progress reports, including professional analyses of related problems and recommendations for corrective action to improve implementer performance; and advises and assists grantees in the development of detailed designs, plans, and cost estimates for assigned activities. As Alternate COR and/or Alternate AOR s/he would be required to temporarily undertake all COR/AOR responsibilities on behalf of another team member in her/his absence. Incumbent will serve in this capacity on the following activities:
 - o \$8 million Farmer Advisory Services Tajikistan (FAST) activity: FAST launched operations in Tajikistan in August 2013. Immediate project objectives are to (a) pilot and stand up an extension model to implement agrarian reform in the FTF Zone of Influence and (b) establish an Agriculture Implementation Support Unit within the Government of Tajikistan to analyze policy alternatives and reform outcomes/results;
 - o \$20 million Family Farming Program activity which supports irrigation and water resource management activities and water sector reform
 - Lead and/or participate on design team(s) for upcoming Feed the Future procurements.

- Participate in planning, scheduling and control of annual cycles of program and funding activity. Plan and design evaluation instruments as needed to make informed program design and management decisions. Conduct or lead data gathering, research and analysis, and dialogue with counterparts necessary to inform program design decisions. Evaluate the costs, benefits and effectiveness of projects. As appropriate, make site visit to evaluate recipient performance and provide advice and programmatic support.
- Other duties as required.

2) Provide analytic and advisory support, including but not limited to:

- Conceptualize and design program strategies and objectives in close coordination USAID personnel, U.S. Embassy, Host Government, and the donor community. When necessary, refine strategic objectives and advocate on behalf of new programmatic approaches in country, linked to neighboring country programs, where appropriate.
- Identify, gather information and develop linkages with donor programs, including multi-laterals (World Bank, Asian Development Bank, European Union, and United Nations Agencies) and bi-laterals (UK, Germany, Switzerland, Japan). Represent USAID and the USG in meetings of the DCC (Development Coordination Council), Tajikistan's donor coordination body, and chair DCC working groups as appropriate. Lead discussions and broker negotiations with senior policy and technical levels of international donors in Tajikistan to develop joint programs and leverage resources that will enhance achievement of USAID Food Security objectives.
- Lead USAID or USG discussions related to agricultural reforms in Tajikistan, participating in regular and ad hoc donor and government coordination meetings, and providing expert technical advice to all stakeholders on agricultural issues as well as advising USAID and US Embassy senior management on appropriate actions.
- Analyze and present results-oriented reporting to facilitate Mission decisions on future program direction and budget levels. Develop strategies, effective reporting and activity design, including writing scopes of work, program descriptions, assessments, etc.
- Prepare briefings for USAID, State Department, and other audiences on USAID Food Security programming as needed.
- Establish and maintain regular collaborative relationships with key Embassy and other interagency counterparts. Participate in Mission activities and initiatives, conferences and workshops as appropriate.

3) Leadership and Mentoring

- Support and provide advice to the Tajikistan team on USAID's Feed the Future implementation across Feed the Future activities including: agrarian reform and policy dialogue, productive agriculture, land reform, participatory agriculture extension services, water and irrigation management and nutrition.
- Advise, train and support the career development of professional staff responsible for managing food security activities. Contribute to and oversee the development of core competencies in USAID Tajikistan Country Office. Competencies include those listed above; strategy and activity development and program monitoring and evaluation.
- Increase the capacity of ED team members to interface with the donor community and host government.

- At the end of the contract period, the specialist will effectively transfer his/her skills and knowledge to enable the Tajikistan country team to carry out successfully the tasks described above so that continued USPSC services are not required.

C) POSITION ELEMENTS:

- 1) Supervision received: The incumbent will work under the general policy and technical guidance of the USAID/CAR/TCO Economic Development Team Leader or his/her designee. The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision.
- 2) Available Guidelines: USAID Automated Directives (ADS), USAID Acquisition Regulations (AIDAR), State Department's Foreign Affairs Manual (FAM), strategic and other general program documents, and contact with contracting and financial management specialists.
- 3) Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use his own personal, well informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment is required in setting priorities. The use of initiative, discretion and patience is expected in dealing with USAID personnel as well as representatives from donor organizations to resolve problems that arise during the course of work for which no clear or immediate solution often exists. In addition, considerable judgment is required in working effectively with officials in the government and the private sector, in overseeing contractor activities and coordinating multi-sector efforts in support of USAID/CAR/TCO development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
- 4) Levels of Contacts: The Incumbent actively engages in official personal contacts with Host-Country high ranking officials, senior leadership of different U.S. Agencies, country directors and/or resident representatives of international donors, private groups, U.S. or foreign private groups, etc. It is expected that personal contacts will include, but not be limited to, the following:
 - Deputy Prime Ministers for Agriculture and Social Sector
 - Ministers and Deputy Ministers, and staff in the Ministries of Development and Trade, Finance, Agriculture, Water, Justice, Health, etc.
 - U.S. Ambassador and members of the U.S. Country Team
 - Counterpart Host Country Officials responsible for assistance
 - Non-U.S. Ambassadors in Tajikistan supporting development initiatives
 - Country Directors or Resident Representatives of international donors in Tajikistan
 - Chiefs of Party of USAID contractors/grantees engaged in development initiatives
 - Senior officials and executives from the U.S. headquarters of USAID-funded contractors/grantees
 - Institutional contractors, NGOs, PVOs working on related matters
 - USAID/Central Asian Republics Office Directors
 - USAID/Washington

D) REQUIRED SKILLS AND QUALIFICATIONS:

- 1) General: Must be a U.S. citizen, must be able to obtain a U.S. Government "SECRET" security clearance. Must be able to secure a medical clearance to serve in Central Asia. Must be willing to travel throughout the Central Asian Republics.
- 2) Prior Work Experience: This position requires maturity and a minimum of seven years of progressively responsible professional experience demonstrating technical expertise and

programmatic skills in international development in food security programs in developing countries, preferably related to agriculture development, extension systems, and improving nutrition outcomes. Specifically, this should include experience in the design and development of programs, management and technical guidance in program implementation, and monitoring and evaluating program progress and effectiveness. At least two years of successful leadership experience in a team environment.

Current knowledge of best practices, and current research and development trends in economic growth and democracy and governance. Professional experience working with governments, international donors, private sector and NGO implementers in the food security sector. Specific USAID experience in program planning, project design, budgeting, implementation oversight and/or reporting systems and procedures is preferred. Experience managing programs in Central Asia and/or Tajikistan is preferred.

3) **Knowledge, Skills and Abilities:** Superior intellectual skills and subject matter expertise to develop strategies to overcome development challenges and resolve implementation obstacles to increasing food security and decreasing poverty as information and devise creative and appropriate solutions to implementation challenges. Demonstrated technical expertise and leadership skills in food security programs, in the context of developing countries. Demonstrated strategic, analytic skills and current knowledge of international development management trends and best practices. Demonstrated project management skills, including effective oversight of people, programs, and financial resources to implement programs contributing to international development. Strong analytical and writing skills as evidenced by previous experience and a writing sample, along with demonstrated ability to gather and convey information, make concise oral and written presentations and prepare reports, correspondence and other written materials.

Demonstrated history of experience in a multicultural team environment working with a wide range of individuals and organizations to address development transition challenges. Proven ability to reach consensus with diverse groups, and inspire coalitions of interest. Strong interpersonal skills including a record of effective collegial/team relations and demonstrated ability to work collaboratively with a range of professional counterparts at all levels, including those from host-country government, NGOs, USAID missions, other USG agencies and international donors.

Demonstrated persuasiveness, cross-cultural sensitivity, tact and poise to successfully advocate practices, approaches and policies with a range of audiences in an intercultural context. The ability to meet tight deadlines with concise documents. Strong computer skills and proficiency in MS Office software.

Exceptional interpersonal skills and demonstrated ability to work in a collegial and persuasive fashion in a team environment, exercise discretion, judgment, and personal responsibility. The Specialist must be a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The Specialist must also have a strong sense of responsibility, pay close attention to detail, be able to complete administrative tasks with minimal guidance, and be service-oriented, highly organized, and able to receive and respond to constructive criticism in a professional manner. The Specialist must be a strategic thinker, articulate innovative ideas, present solutions, and serve as a positive role model for colleagues both in and outside of USAID.

Completion of a writing sample is mandatory for consideration to this position.

4) **Education and Language Proficiency:** Minimum of a master's degree in agriculture, agricultural economics, agronomy, agricultural development, international development, international relations, law, public administration, or a related field. Minimum Level IV (Fluent) English and proven ability to communicate quickly, clearly, and concisely, demonstrating a high

degree of articulateness both orally and in writing, including technical reports. Given the level of interaction with host-country counterparts required by this position, strong command of Russian or Tajik is preferred.

E) SELECTION CRITERIA

Applicants will be evaluated against the following criteria:

International Development Experience:	40 points
Management and Team Leadership Skills and Experience:	20 points
Writing and Communication Skills:	30 points
Education and Language Proficiency:	10 points
TOTAL:	100 POINTS

Notice to Applicants: The USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

9. APPLYING

Qualified individuals are requested to submit a Optional Application for Federal Employment OF-612 including experience, salary history, list of references, and recent sample of his/her written work (maximum 1-3 pages, i.e. policy memo) no later than COB (6 p.m. Almaty time) September 20, 2013. The form is available at the USAID website, <http://www.usaid.gov/forms/> or <http://transition.usaid.gov/forms/OF612.pdf>. Applications, recent supervisor reference and three (3) personal references, and writing sample may be submitted by e-mail, fax, DHL or FedEx air courier by the closing date, above, to:

Tatiana Rossova
Personnel Specialist
Personnel Office
USAID/CAR Almaty
41 Kazibek Bi Street
Almaty, Kazakhstan
Email: almaexo_hr@usaid.gov
Fax: 7 727 2507634/35/36

Email or faxed documentation is preferred as mail delivery may be untimely. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

USAID/CAR expects to award a personal services contract for an off-shore US Citizen for one-year period commencing o/a October 1, 2013 (or earlier), subject to security and medical clearances and funds availability. The duty post for this contract is Dushanbe, Tajikistan.

10. Benefits include post differential, housing, and other benefits per USAID regulations. Basic household furnishings will be available in quarters to be provided by USG.

11. For more information about USAID/Central Asian Republics and Tajikistan Country Office see Mission's website <http://centralasia.usaid.gov/>

Attachment 3

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual & Sick Leave
Eligibility for 401(k)

2. ALLOWANCES (if Applicable).

(A) Temporary Lodging Allowance (Section 120).
(B) Living Quarters Allowance (Section 130).
(C) Post Allowance (Section 220).
(D) Supplemental Post Allowance (Section 230).
(E) Separate Maintenance Allowance (Section 260).
(F) Education Allowance (Section 270).
(G) Education Travel (Section 280).
(H) Post Differential (Chapter 500).
(I) Payments during Evacuation/Authorized Departure (Section 600), and
(J) Danger Pay (Section 650).

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612.

**2. Medical History and Examination (DS-1843) or 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).

NOTE: Form 5 is available from the requirements office.

* Standardized Regulations (Government Civilians Foreign Areas).

** The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

3. POLICY GUIDANCE PERTAINING TO PSCs

a) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) and CONTRACT INFORMATION BULLETINS (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

b) AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts With U.S. Citizens or U.S. Residents for Personal Services Abroad found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf> is the primary regulation governing USPSCs for USAID.