



USAID
FROM THE AMERICAN PEOPLE

PAKISTAN

SOLICITATION NUMBER: 72039118R10020

ISSUANCE DATE: October 24, 2018
CLOSING DATE/TIME: November 7, 2018 (11:59 pm local time)

SUBJECT: Solicitation for the **FSN-11 Security Specialist (Partner Liaison) Cooperating Country National Personal Service Contractor (CCNPSC)** (*Local Compensation Plan*)

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, Sections I through V** of this solicitation. Incomplete or unsigned 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 information.

Sincerely,

/S/

Elizabeth M. Colarik
Contracting Officer

U.S. Agency for International Development
Embassy of the United States of America,
Diplomatic Enclave, Ramna 5, Islamabad

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I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72039118R10020
2. ISSUING DATE: October 24, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 7, 2018 (11:59 pm local time)
4. POSITION TITLE: Security Specialist (Partner Liaison)
5. MARKET VALUE: Basic Annual Rate: 3,413,853 – PKR 6,486,318 (FSN-11) – see Section VI

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time of hiring) of the U.S. Embassy to Pakistan forms the basis of compensation. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. This salary range is not inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE: Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five year period, with possible renewal pending continued need for the position and funds availability.
7. PLACE OF PERFORMANCE: Islamabad, Pakistan
8. SECURITY LEVEL REQUIRED: Personnel Security / Facility Access
9. STATEMENT OF DUTIES:

This position is located in Islamabad at USAID/Pakistan. The incumbent will travel to USAID/Pakistan program activity implementation sites within the constraints imposed by security restrictions. The Partner Liaison Security Specialist (PLSS) is a staff member of the Partner Liaison Security Office (PLSO). The basic function of the PLSS is to provide a high level of safety, security, and operational support to USAID/Pakistan Implementing Partners (IPs) through proactive engagement including meetings, site visits, written communications, and SMS texts. Additionally, the PLSS will liaise and coordinate with Pakistan security elements, other Host Government Entities, and International Donor Organizations.

The PLSS will assist with monitoring critical security information and performing the full-range of safety, security, and operational activities responsive to USAID IPs. This includes:

A. Security Assistance, Monitoring and Management: (70%)

- Providing security assistance and responding to USAID IP safety and security needs throughout Pakistan.
- Serving as a backup for the USPSC Partner Liaison Security Advisor (PLSA) in the management of a cascade system to ensure all IPs are accounted for during emergency situations.
- Serving as a backup to the PLSA in the development, maintenance, and exercising of evacuation plans for USAID personnel.
- Communications with Senior ranking Government and Non-Government Security Officials on concerns and threats toward US and US related entities. Provincial leader, Government official, Police Chief, senior military officer and various senior US officials.
- Developing and managing a SMS notification system to warn IPs in security and emergency situations.
- Oversight USAID's participation in the Embassy Floor Warden system.
- Drafting and distributing security communiqué's to IPs, USAID staff, and USAID/SEC
- Provide input to the PLSA for the weekly activity reports reflecting IP reported safety and security incidents.
- Providing input to the PLSA for the weekly activity report containing pertinent information regarding support provide to IPs and any security-related issues or concerns communicated by IPs.
- Serving as a liaison with USAID IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities, as needed.
- Conducting informal site visits on a quarterly basis with IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities to address any security concerns and obtain security-related information as it pertains to USAID IPs and projects.
- Writing and submitting to the detailed reports based on all site visits. Reports will be submitted within three working days of each visit.
- Maintaining a current database of key personnel (Contractors, USAID Chief of Parties, Deputy Chief of Parties, and Security Managers) of USAID IPs. This database will include contact information and location of projects sites.
- Producing Pakistan region-specific security reports and analyses on a weekly basis.
- Encouraging and assisting IPs with the documentation and reporting of security incidents to the Office of Acquisition and Assistance (OAA), as needed, and developing a template for IPs to use for incident reporting.

B. Trainings and Briefings: (30%)

- Meeting and coordinating with newly arrived IPs to provide security briefings.
- Upon coordination with numerous contacts, sharing, analyzing, and disseminating timely and significant security related information/incidents to IPs.
- Liaising with the high level officials of Pakistan Military and Police Force within and outside of Islamabad.

- Attending/representing USAID PLSO at IP meetings within and outside of Islamabad.
- Providing technical security expertise to IPs based on subject-matter-expert contact information to help ensure the implementation of successful USAID funded programs in high risk environments.

10. AREA OF CONSIDERATION: Cooperating Country Nationals / Ordinarily Resident (OR): A citizen of Pakistan or a citizen of another country who has the required work and/or permanent residency permit for employment in Pakistan. See Section IV for additional details.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Completed offers (including all required documents - see Section IV below) must be submitted electronically to: FSNIslamabad@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be stated in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Successful completion of a Bachelor's Degree (16 years of education) from an accredited institution in International Relations, Management, Business, Social Science or Public Administration, is required.

EXPERIENCE: 5 years of professional experience in the host-country in international development, disaster response, safety and security operations including law enforcement and/or military, and/or crisis management is required.

LANGUAGE: Fluent (level IV) English language proficiency, both written and spoken, is required. Urdu language proficiency, speaking and writing, is required.

Only Offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

SECURITY/FACILITIES ACCESS AND MEDICAL CLEARANCES: The ability to obtain the required security/facilities access and medical clearances for the position is considered a minimum qualification.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum/required education, experience, and language requirements may be further evaluated and ranked based on the below evaluation and selection factors and through review of the Offeror's submitted required documents (see Section IV below). A competitive range may be established of the highest-ranked Offerors, who may be further evaluated through language and technical tests, and interviews to determine the most qualified/highest-ranked Offeror. Reference checks may be conducted to determine

the highest-ranked Offeror. Reference checks may be conducted with individuals not provided by the Offeror. Any Offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked Offeror at the conclusion of evaluations.

10 points – EDUCATION: Successful completion of a Bachelor’s Degree (16 years of education) from an accredited institution in International Relations, Management, Business, Social Science or Public Administration, is required. Additional education in the aforementioned areas is desired.

30 points – EXPERIENCE: 5 years of professional experience in the host-country in international development, disaster response, safety & security operations including law enforcement and/or military, and/or crisis management is required. Additional experience in the aforementioned areas is desired

30 points – KNOWLEDGE: Demonstrated knowledge of safety and security operations planning and management is required. Knowledge of safety and security protocols in high risk environments is essential. Knowledge of the political situation and security risks particular to the host-country is essential.

30 points – SKILLS & ABILITIES: The following skill and abilities are essential:

- Demonstrated liaison skills with the ability to work independently and with minimal supervision.
- Strong ability to build networks with a diverse set of external groups, including other USG agencies, international organizations, international organizations, NGO’s, Pakistani Government officials, the host population, and other entities.
- Ability to work effectively in a team environment and make sound decisions in high-stress and crisis situations.
- Skilled in effectively collecting, synthesizing, and presenting information from diverse sources, both in written and verbal form.
- Ability to manage sensitive information in a professional manner.
- Proficiency in Microsoft suite of products specifically Word, excel and PowerPoint.

Total points = 100

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit all the following documents in order to be considered for the position:
 - a. **Completed and hand-signed DS-174** (application for Employment as Locally Employed Staff, version 05-2016) which can be retrieved from the Embassy website: <https://pk.usembassy.gov/embassy-consulates/jobs/how-to-apply/>. Offerors are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Offeror’s experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF

related to offeror's qualifications could make the offeror ineligible for the position. Offerors must indicate on the DS-174 if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed. See item 16 on DS-174.

- b. A cover letter of no more than two pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in Section III. Excess pages (beyond two) will not be read or considered.
- c. A hand-signed copy of Attachment 2, certifying that the Offeror possess the minimum education and experience qualifications for the position.

Offerors who do not include all above required documents in their offer submission, or who do not hand-sign required documents, will not be considered for this position. All signatures must be handwritten.

- 2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12, in order to be considered. Incomplete and/or unsigned applications, or applications received through Zip folders or links to Google Drive, Sky Drive and/or any other private cloud computing database/websites, and/or applications received after the closing date **will not be considered**. Only those Offerors found to have met the minimum qualifications may be contacted for further evaluation. No telephonic query will be entertained. To see all advertised USAID positions, please visit the Embassy website;

<https://pk.usembassy.gov/embassy-consulates/jobs/usaaid-open-vacancies/>

- 3. To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission via DS-174 Form.
- 4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. (Local Employment Recruitment Policy Guidebook, Hiring, Nepotism and Application Review Process, Eligibility Review, A. Citizenship)
- 5. Current U.S. Embassy employees serving a probationary period are not eligible to apply. (LE Handbook, Chapter 1.10 Probationary Period and Local Employment Recruitment Policy Guidebook, Consideration of In-House Applicants)
- 6. Current U.S. Embassy employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and/or those who are currently on a Performance Improvement Plan are not eligible to apply. (Local Employment Recruitment Policy Guidebook, Application Review Process, Part C. Overall Summary Rating in EPR)
- 7. In accordance with Post practice, current U.S. Embassy employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within six months from the effective date of the reassignment/promotion.
- 8. USAID/Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

9. Please note that for In-House Offerors, employee's transfer or promotion, whichever is applicable, will be processed according to applicable clauses of 3 FAM regulations that may apply.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO (or his/her designee) will provide the successful Offeror instructions about how to complete and submit the required forms.

Failure of the selected Offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked Offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. Participation in the U.S. Embassy Provident Fund is mandatory. Additional information will be provided to the selected Offeror at time of salary offer.

VII. TAXES

The selected Offeror will be responsible for payment of all taxes required by local law

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN 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>.
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>.

Self-certification of minimum qualifications required for the Position

EDUCATION: Successful completion of a Bachelor's Degree (16 years of education) from an accredited institution in International Relations, Management, Business, Social Science or Public Administration, **is required.**

EXPERIENCE: 5 years of professional experience in the host-country in international development, disaster response, safety & security operations including law enforcement and/or military, and/or crisis management **is required.**

I certify that I possess both the above minimum education and experience required for this position. I understand that providing false or incorrect information may be grounds to eliminate me from consideration for this position, and potentially other positions at USAID/Pakistan in the future.

Offeror printed full name: _____

Offeror signature: _____

Date: _____