



USAID | RWANDA

FROM THE AMERICAN PEOPLE

SOLICITATION/VACANCY ANNOUNCEMENT NUMBER: 72069624R30009

ISSUANCE DATE: May 6, 2024

CLOSING DATE/TIME: May 24, 2024 at 11:59 PM Central Africa Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC), USAID Project Management Assistant (Education)

Dear Prospective Offerors/Applicants:

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 or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069624R20008
2. **ISSUANCE DATE:** May 6, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 24, 2024 at 11:59 p.m. CAT
4. **POINT OF CONTACT:** Human Resource Office, email at kigalihr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Assistant (Education)
6. **MARKET VALUE:** The Market Value for this USAID Project Management Assistant (PMA) Education position is established at a salary range of 17,360,645 to 28,479,005 Rwanda Francs equivalent to **FSN-8**, in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Rwanda. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five years estimated to start on or about July 2024. Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.
8. **PLACE OF PERFORMANCE:** Kigali, Rwanda with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to All Interested Cooperating Country Nationals. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country."
10. **SECURITY LEVEL REQUIRED:** Facility Access security certificate to be issued by the U.S. Embassy Kigali Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract:**

The incumbent is a member of the USAID/Rwanda Education team. The Project Management Assistant (Education) [PMA] will assist in managing operations and will provide administrative and programmatic support to the Education Office. The incumbent is responsible for supporting operational oversight and/or control of all aspects of the

Education Office budget.

S/he assists in budget development for Education Office activities and provides support as part of the project management team for key bilateral activities within the portfolio. S/he is the Education Office expert in Global Acquisition and Assistance System (GLAAS) and tracks Education funded acquisition and assistance requests, audits, evaluations, and reports. The incumbent serves as principal assistant to the Education Office and assists the Education Office Director and team members in all aspects of administrative and program support to ensure effective office operations and activity implementation.

2. Statement of Duties to be Performed:

The incumbent is responsible for assisting with the full range of project management, and administrative support responsibilities for the Education Office, which include setting up procedures, managing and overseeing USAID/Rwanda's Education Office's operations and internal procedures. The following are the position's major duties and responsibilities.

A. Project Management Support - 40%

- Supports the continuous updating of financial information for the Operational Plan (OP), tracking financial resources of up to US\$13 million per year.
- Monitors spending by bilateral and central partners against projected levels; meet with implementing partners to track expenditures; prepare information graphics, budget summaries, and other support documents summarizing spending across cost categories on a routine basis.
- Assists in the preparation of outreach documents, including speeches, talking points, scene-setters, and media kits. Provide input in the collecting of documentary evidence such as photographs and site reports detailing observations.
- Provides support in the coordination and conducting of field site visits in consultation with education staff.
- Supports the end-use monitoring of implementing partner and contractor materials. Completes with guidance, the end-use questionnaire and trip reports that comply with relevant mission guidance and include the description of any damaged property inspected, lost, or stolen. Verbally reports any issues documented to the relevant project/activity managers.
- Helps prepare and track project implementation documents in accordance with USAID regulations and procedures.
- Completes GLASS requisitions as requested by education team members.

- Assists generally the Agreement Officer's Representatives (AORs)/ Contracting Officer's Representatives (CORs), in undertaking all administrative actions related to program management of activities including, preparation of action memorandums activity documents, action memoranda, implementation letters, portfolio reviews, operational plans, project contributions, and general correspondence.
- Assists AORs, CORs and Activity Managers in maintaining project records and status reports, including quarterly technical and financial reports, accruals, and budget tracking tables, and preparing and updating project documentation.
- Compiles weekly country team notes, reviews and submits to the Education Office Director for final edit and approval prior to its submission to the USAID Front Office.

B. Project Administrative Support - 30%

- The incumbent provides administrative support for all education team CCNs and USDHs. In consultation with education team members and the travel office, the incumbent prepares E2 travel requests and completes electronic vouchers for travelers' review and approval.
- Utilizes the My-Service, facilities, and service request electronic database system to initiate work orders on behalf of USDHs.
- Develops and maintains permanent filing systems, including an electronic and central, hard copy filing system that is up-to-date and easy to retrieve in accordance with agency regulations on records management under the oversight of the Education Office.
- Prepares, receives, distributes, and tracks correspondence and backstops outgoing documents for quality, initiates and tracks clearances through appropriate staff and monitors the process through to conclusion following USAID procedures. Maintains orderly records of USAID reference materials, regularly used forms, and updates various office publications in accordance with mission directives.
- Helps to develop and implement office tools that improve internal operating procedures and facilitate tracking staff, documents, partners, contacts, outreach events, leave and travel plans, and other relevant information required for optimal use of Team time and resources.
- Aids in the management of Education Office equipment and supplies, controlling the storage and proper use of equipment assigned to the team, reporting incidents, ensuring that problems are fixed and recommending replacement/purchasing options, requesting expendable supplies based on demand to avoid running out of items and preparing

requisitions to obtain equipment and supplies; and maintaining a small library of project and reference documents, publications, and printed materials.

C. Donor Coordination and Event Management - 10%

- Coordinates and sets up the meetings with all Education Office donor partners, Government of Rwanda Officials, and Implementing Partners. Facilitate the preparation and organization of meeting spaces and agendas for these meetings, record and circulate meeting minutes to all responsible parties in a timely manner.
- Engages with mid-to senior level Government of Rwanda representatives to encourage their participation in donor coordination events and Implementing Partners meetings, as appropriate.
- Leads preparation and coordination of Education Office site visits with the Government of Rwanda. Liaises with district Government of Rwanda and Implementing Partner staff to ensure preparations are on track and finalize site visit agendas/terms of reference/any other preparatory documentation, facilitates coordination and transportation of USG participants, prepares and circulates trip reports following the event.

D. Activity Management Support: 20%

- As the designated assisting Activity Manager, and under the Activity's annual work plan as approved by the AOR, the incumbent furthers the interests of the respective Activity in achieving its development objectives. S/he helps monitor the recipient and how it progresses toward achieving the award's purpose and the expected results.
- S/he communicates with the AOR and the awardee's representatives, and is familiar with the referenced award document, statement of work, work plans, and Performance Monitoring and Evaluation Plan. Works collaboratively, and under the direction of the AOR, to provide program and implementation oversight at the local level, and is responsible for documenting and reporting implementation issues to the AOR, and recommending alternative courses of action to the AOR.
- Arranges and/or facilitates briefings with USG agencies and participates in meetings with interested local counterparts and with stakeholders, and prepares the project's progress and challenges.
- Conducts regular activity monitoring, including site visits, and inputs into the assessment of recipient performance; prepares reports for all site visits and submits assessments of recipient performance to the AOR on a regular basis.

- Verifies compliance with the USAID's approved branding and marketing plan as required, the inventory acquired under the award, that the employees charged to the Activity are working on that award.
 - The incumbent identifies outreach opportunities and activities, recommends priorities to the AOR, and identifies successes that can be used for public diplomacy purposes. H/she is responsible for coordinating VIP visits to the reference award and takes the lead in organizing ceremonies with local authorities and other USG entities.
3. **Supervisory Relationship.** The incumbent is supervised by the Education Office Director.
 4. **Supervisory Controls:** None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands. The incumbent works a 40-hour workweek.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of College / University studies in administration, business administration and related studies is required.
- b. **Prior Work Experience:** The position requires a minimum of three years managing administrative systems in administration, international organization or similar working environment is required. Experience is required in the collection, analysis and presentation of technical information is also required.
- c. **Language Proficiency:** Level IV (fluent) ability is required in written and spoken English and Kinyarwanda. Must be able to communicate effectively in formal settings in English and Kinyarwanda at a professional level.
- d. **Job Knowledge:** Understanding of the country's national and local culture, specifically as it affects access to quality education for the targeted age group is required. S/he will have deep knowledge of the challenges that hinder students' reading skills, and/or the communities to support education. The incumbent is expected to have sound knowledge of managerial concepts, principles, techniques, and practices. S/he will have knowledge of US government programming policies, regulations, and methodologies, particularly in the areas of program and operational procedures, activity implementation, and management documents.
- e. **Skills and Abilities:** Demonstrated standard professional competence, maturity, and experience in managing large, complex workloads and working with a variety of internal and external actors. Advanced ability to organize procedures and establish priorities; implement activities on a timely basis and follow through on responsibilities. Ability to

make decisions and act as a self-starter. Excellent interpersonal skills and proven track record as a team player. Ability to obtain, analyze, evaluate, and present technical and financial information in clear, concise written and oral reports and, occasionally, analytical pieces. Must have basic quantitative analytical skills. The incumbent must become familiar with, including through on-the-job training and formal training, USAID Records Management, ASIST, e2 Travel and Transportation and use of various computer software applications (Word processing, PowerPoint, Excel, etc.).

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>.

To meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Rwanda, or otherwise eligible to work lawfully in Rwanda;
- Submit a complete application (Offer) as outlined in the section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Rwanda.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be invited to take an English proficiency test. Offerors who achieve Level IV (fluent) proficiency will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to be interviewed. Short-listed candidates will be evaluated based on information presented in the application, skills test (when used), interview, and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below.

English Proficiency Test (EPT) PASS/FAIL

**In lieu of an EPT, candidates may provide proof of English language proficiency. Acceptable certifications include CEFR of C1 or C2, IELTS (minimum of 6.5), Cambridge (CAE), TOEFL IBT (minimum of 95), or TOEFL ITP (minimum of 560). These test results are valid for two years.*

Application Review 15 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties as outlined in this solicitation (*See Section II. d. Job knowledge and e. Skills and Abilities*).

Skills Test 25 points

A skills test will be administered to assess the offeror's related job knowledge and skills to include technical knowledge, standard international development processes, and familiarity with modern office systems.

Interview 60 points

Interview questions will be intended to explore the offerors' experience, job knowledge, and skills regarding the functional roles of the position. They will also assess the ability of the offeror to work productively and effectively within USAID/Rwanda. There will be at least one question regarding the concepts of Diversity, Equity, Inclusion, and Accessibility (DEIA).

Total Possible Points: 100 points**Reference Check** Pass/Fail

A "Fail" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; e.g., not a single critical comment.

IV. SUBMITTING AN OFFER (APPLYING)

1. Offerors are required to complete and submit by email the below documents in order to be considered:
 - a. Offeror Information for Personal Services Contracts with Individuals, Form AID 309-2 (available on-line); [USAID Form 309-2](#)
 - b. A cover letter or email of no more than one (1) page that describes how the Offeror's qualifications meet position requirements as outlined in *II.d. (Job Knowledge) and II.e. (Skills and Abilities)*;
 - c. Current résumé or curriculum vitae not exceeding two (2) pages; and
 - d. Names of three professional references, including at least one current or former supervisor, that have knowledge of the offeror's ability to perform the duties of this position; this information may be included in the cover letter or résumé/CV.

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 4.

3. 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 will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Pre-employment Medical Examination
2. Employee Biographical Data sheet
3. Employee Contact form
4. Employee Dependency Report
5. Certificate of Criminal Record

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the U.S. Embassy Local Compensation Plan):
 - a. Health Insurance
 - b. Annual and Sick leave
 - c. Maternity Leave
 - d. Social Security Insurance
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Housing Allowance
 - b. Transport Allowance
 - c. Meal/Beverage Allowance
 - d. Family Allowance
 - e. Miscellaneous Allowance

VII. TAXES The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Government of Rwanda.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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

- 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: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor –

- 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>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-01 (PDF 220K)	Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals Under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management
AAPD 20-08 (PDF 373K)	Leave and Holidays for CCNPSCs and TCNPSCs, including Country Leave for Qualifying Posts for Eligible TCNPSCs – <i>December 20, 2022</i>	Personal Services Contracts

AAPD 06-08 (PDF 35 kb)	AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i>	Personal Services Contracts
AAPD 03-11 (PDF 277 kb)	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – <i>12/02/03</i>	Personal Services Contracts

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>.

5. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>June 2023</i>
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