



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10010

ISSUANCE DATE: December 27, 2023

CLOSING DATE/TIME: January 19, 2024, 11:59PM PST

SUBJECT: Solicitation for a **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** 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 Attachment 1.

Sincerely,

Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72049224R10010
- 2. ISSUANCE DATE:** December 27, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 19, 2024, 11:59 PM, Philippine Standard Time (PST)
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines
e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE:** **Administrative Assistant, FSN-7**
- 6. MARKET VALUE:** **PHP 516,365.00 to PHP 800,366.00** basic salary equivalent to **FSN-07** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is six months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**
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.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

Under the supervision of the Director of the Environment Office (EO), the Administrative Assistant provides office management and the entire range of secretarial and administrative support to the Environment Office staff. The Administrative Assistant is the primary contact person responsible for the Environment Office customer service to internal and external partners and other stakeholders, including Mission staff, current and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the U.S. Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to the customers on a timely basis and in a professional manner.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Administration and Office Management (50%)

1. Manages the calendar of appointments, meetings, conferences, and travel plans of the Office Director and of the Deputy Office Director.
2. Maintains an up-to-date Office calendar for planned leaves, travel, trainings, workshops and conferences, project-related activities and events, and personnel movements. Coordinates calendars with other offices as needed.
3. Assists the Office Director in managing the day-to-day administrative activities and serves as the Office point person for all administrative matters. Ensures that all administrative tasks are completed, that work is properly assigned, and that deadlines and desired levels of quality are met.
4. Maintains and improves office efficiency by implementing, developing, and modifying administrative procedures and systems in accordance with Mission Orders.
5. Provides work guidance to the interim administrative support staff assigned to the Environment Office.
6. Composes and/or prepares standard correspondence in response to request(s) for funding assistance, appointments, information, clarification, or documentation, on both routine and substantive matters related to USAID environmental activities.
7. Reviews incoming and outgoing documents and ensures conformity with Mission standards on format, grammatical correctness, and appropriate distribution of documents.
8. Monitors, tracks, and routes Environment Office's incoming and outgoing documents. Initiates follow-ups on actionable documents.
9. Receives phone and email inquiries related to the Environment Office's activities. Takes appropriate action depending on the nature of the inquiry and to the

- extent possible responds to the non-technical questions within the established guidelines.
10. Arranges meetings and ensures that reports and other materials needed are prepared properly and in timely manner.
 11. Prepares and issues meeting notices and invitations relevant to the Environment Office's activities and events.
 12. Serves as the office timekeeper. Maintains time and attendance records for all Environment Office staff.
 13. Maintains an efficient records and filing system for the office which involves managing the electronic filing system in the Agency Secure Image and Storage Tracking System (ASIST); periodic updating of project data files; determining file disposition; and, complying with the annual submission of vital records to the Executive Office Communications and Records Division ((EXO/C&R).
 14. Develops and maintains filing and information retrieval systems, to ensure information is readily accessible and that deadlines are met.
 15. Orients newly hired staff on administrative procedures, processes, and practices.

B. Program Support and Management (30%)

1. Prepares and maintains program summaries and project briefers for the Environment Office's ongoing projects and activities.
2. Prepares and circulates obligating documents to: fund temporary duty assignments, trainings, travel, rentals of hotels for off-site conferences; outsource consultancy services; filling vacant locally employed staff positions and contract renewals for program-funded staff.
3. Assists technical staff with work systems such as Global Acquisition and Assistance System (GLAAS) Google tools, and other office systems.
4. Prepares and maintains up-to-date directories and contact lists of government counterparts and implementing partners for reference and use of the Environment Office and Mission staff.
5. Handles the logistical requirements related to regular and high-level meetings, planning sessions, technical evaluation committee meetings, mission-wide staff meetings, and office team participation in Office, Mission or Embassy-wide meetings and events.
6. Serves as the focal person within the Environment Office to coordinate events and meetings with project implementers, other donors, and Philippine Government counterparts.
7. Coordinates with contacts from the Philippine Government and implementing partners for documents, reports and memos that require responses, comments, clearances and/or signatures.
8. Assists and accompanies the Environment Office staff, temporary duty staff/visitors (TDYers) and other dignitaries on site visits.

C. Travel (20%)

1. Arranges in-country and overseas travel for the Director, Deputy Director, and as necessary, for other Environment Office staff members, which involves preparation of Request for International Travel Authorization (RITA), Travel Authorization through the E2 (end to end web-based travel solutions) system, coordination with the U.S. Embassy Travel Management Center for flight bookings, applications for visas and permits, country clearance cables, hotel and ground transportation arrangements, requisition for advance of cash and preparation of travel vouchers.
2. Makes amendments in the Travel Authorization (TA) as changes occur (travel dates, routings, and other details) and coordinates these changes to the U.S. Embassy Travel Management Center.
3. Handles travel related requirements for the Environment Office's TDY visitors coming to Manila including country clearance, travel passes and permits. Coordinates with the Executive Office for hotel bookings and ground transportation.
4. Keeps abreast of U.S. Government regulations and Mission policy on travel.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

SUPERVISORY RELATIONSHIP: The incumbent works under the direct supervision of the Director of the Environment Office.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – Two or more years of post-secondary schooling in Secretarial Science, Business Administration, Social Science or other related field equivalent to a U.S. junior college or community college diploma, is required. **Note: Additional education may NOT be substituted for experience.**
- b. **Prior Work Experience** – Minimum of three years of progressively responsible experience in secretarial/administrative position or office management or program support is required. At least some of this experience should have been with an international or other

organization where English language is routinely used in the workplace. **Note: Additional experience may NOT be substituted for education.**

- c. **Language Proficiency/Communication Skills** – Level IV ability (fluent) in both the English and Tagalog (local) languages is required, in order to communicate effectively with Mission staff and external contact at various levels.
- d. **Job Knowledge** – Demonstrated knowledge in office management, proficiency in preparation of office correspondence (letters and memorandum) and documents (forms, reports, presentation materials. etc), in records and file management. A thorough knowledge or the potential to quickly acquire such knowledge of USAID activities and programs, as well as the office systems and procedures.
- e. **Skills and Abilities** – Must have very good organizational and planning skills and the ability to multitask. Proficiency in the use of computer applications (Microsoft Word, Excel, Outlook, PowerPoint, MS Outlook and internet operation, etc.) is required. Good interpersonal relationship skills.

III. **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (20 points)
4. Job Knowledge (40 points)
5. Skills and Abilities (40 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: *"Incomplete or unsigned offers will not be considered."*)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).

- d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**January 19, 2024/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
 3. Offeror submissions must clearly reference the Solicitation number (**72049224R10010**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms needed to obtain medical and security/facility access.

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 AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment

- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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

USAID regulations and policies governing **CCN and 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/ads/policy/300/aidar>
2. **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_

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>

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	JUN 2023
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