



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

R0154193-R0012848

SOLICITATION NUMBER: 72011724R10009

ISSUANCE DATE: April 12, 2024

CLOSING DATE/TIME: May 17, 2024

SUBJECT: Solicitation for a **Project Management Assistant** 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 the Attached 1.

Sincerely,

Michael Fritz
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011724R10009
- 2. ISSUANCE DATE:** April 12, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 17, 2024
- 4. POINT OF CONTACT:** Natalia Ciobanu, e-mail at Chisinauhr@usaid.gov
- 5. POSITION TITLE:** Project Management Assistant
- 6. MARKET VALUE:** The market value is equivalent to **FSN-09**, which is between **\$22,953-\$34,426**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Moldova, the final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.
- 7. PERIOD OF PERFORMANCE:** Five (5) years estimated to start o/a June 2024.
- 8. PLACE OF PERFORMANCE:** Chisinau, Moldova with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) - 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 or CCN Security Certification issued by the US Embassy Regional Security Office

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

The USAID Mission to Moldova (the Mission) is responsible for the development, implementation and oversight of USAID- funded programs operating in Moldova. USAID's goal for the 2020-2027 Country Development Cooperation Strategy (CDCS) is to support Moldova in being a competitive and democratic European country that resists malign influences while being powered by an aspiring citizenry and robust private sector partnerships. USAID/Moldova's Office of Economic Growth (EG) manages a large, dynamic portfolio of contracts, cooperative agreements, and grants that works to promote economic growth and resilience by increasing Western-oriented market integration and enhancing competitiveness in transformative sectors.

The Project Management Assistant ("the Assistant") will assist with the planning,

management, monitoring, reporting, budgeting, and evaluating required to effectively administer the projects across EG's varied portfolio. The incumbent will independently, and in coordination with sector leads, undertake necessary research in support of the economic growth portfolio. Further, the incumbent will support the design and implementation of economic growth activities, including working with business associations, advocacy groups, and others to improve Moldova's business environment. The incumbent also will help draft communication products, such as fact sheets and newsletters. They will organize and maintain databases, files, and other information. They also will be required to synthesize and summarize complex information in succinct and easy-to-understand reports, presentations, talking points, and one-pagers. Lastly, the incumbent will be expected to liaise with implementing partners, international donors, government actors, and multilateral institutions on behalf of the EG office.

2. Statement of Duties to be Performed

Activity Management and Design (60%)

The Project Management Assistant's primary responsibility is to assist in the management and design of EG's technical assistance activities within the EG portfolio. Duties include:

- Working closely with relevant team leads on a full range of responsibilities to provide design, management, and coordination of a variety of diverse, yet important, tasks;
- Keeping the economic growth team informed on the progress of implementing partners; reviewing and analyzing activity documentation submitted by implementing partners;
- Providing programmatic recommendations to the EG team in order to effectively pivot work or resolve implementation issues;
- Participating on design teams for new EG activities; preparing procurement documentation for necessary actions, including statements of work, GLAAS packages, checklists, and budgets;
- Assisting with the financial management tasks related to EG's activities, such as preparation of quarterly accruals and pipeline analyses;
- Conducting meetings with partners and site visits to monitor EG projects, which may require travel outside of Chişinău;
- Maintaining correspondence with partners and program stakeholders;
- Tracking partner performance against activity objectives and results;
- Tracking partner reporting; ensuring complete reports are submitted on-time and reported results are consistent with the contract or agreement;
- Providing support in drafting of EG contributions to USAID internal and external reports;
- Staying abreast of best practices and policies and current research on private sector engagement and small and medium enterprise (SME) development relevant through courses, professional literature, and other resources;
- Serving as the Agreement/Contracting Officer's Representative (AOR/COR), Alternate AOR/COR, and/or Activity Manager for EG activities; and
- Maintaining and/or helping maintain AOR/COR award files and project files.

Strategic Planning, Communication, and Reporting Support (25%)

The incumbent is responsible for providing strategic planning, communication, and reporting support to the EG team. Duties may include:

- Providing analysis and recommendations on EG issues and activities; tracking key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges; conducting research and analysis to support current and future programming (including collecting, analyzing, and tracking of economic statistical indicators);
- Drafting and editing English language reports on activity issues and accomplishments related to EG activities;
- Preparing briefing materials on economic growth activities, activity budgets, coordinating economic growth contributions to information and reporting requirements for, but not limited to, Operational Plans, Performance Plans and Reports, Activity Data Sheets, briefing papers, and program review materials;
- Tracking the activities of other donors/international organizations involved in sectors related to economic growth; highlighting areas for possible coordination across the Mission's portfolio;
- Communicating with representatives of contractors, grantees, non-government actors, and other entities, to obtain information related to EG's portfolio;
- Assisting the economic growth team to respond to general inquiries, including providing translation support occasionally.

Coordination and Representation (15%)

The incumbent will help represent EG to a number of stakeholders. Duties include:

- Meeting with representatives from the USG, the international donor community, civil society, business associations, etc. to share information on behalf of EG and coordinate EG programming;
- Presenting and explaining aspects of the economic growth portfolio at various coordination events; and representing EG at routine Mission and Embassy meetings.

3. Supervisory Relationship

The Assistant is directly supervised by a relevant EG Team Lead.

4. Supervisory Controls - None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of college/university studies in economics, political science, sociology, public administration, international development, business administration/management, development/area studies, social studies, and/or other related areas is required.

- b. **Prior Work Experience:** Minimum of three years of relevant experience in the design and management of development assistance programs, preferably involving international partners. Relevant experience is defined as a combination of developing, managing, monitoring, and measuring performance, evaluating, and assessing development programs; and strategic planning. Experience is also required in the collection, analysis, synthesis, and effective presentation of complex information.

- c. **Post Entry Training:** The Mission will make every effort to provide in-service USAID orientation and professional development training, including required trainings to obtain and maintain A/COR and GLAAS certification, including:
 - A&A Primer;
 - Phoenix Accruals;
 - Programming Foreign Assistance;
 - COR and AOR Certification Program (A&A 104)
 - ABC's of GLAAS Basic; and
 - Continuous learning training required to maintain A/COR certification.

- d. **Language Proficiency:** level 4 Fluency in English, Romanian, and Russian is required.

BASIS OF RATING

English Proficiency Test

PASS/FAIL

Application Review:

15 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

- e. **Job Knowledge:** Knowledge is essential in the areas of project management principles as well as Moldova's current political, economic, social, and cultural environment – especially issues related to economic growth. Strong technical knowledge of economic growth issues in Moldova is required to succeed in the role. Furthermore, a good working knowledge of the institutions, government actors, private sector entities, non-government actors, and citizen groups whose engagement is necessary to successfully implement economic reforms in Moldova is essential.

- f. **Skills and Abilities:** The following skills and abilities are essential for this position:
 - Ability to analyze and synthesize complex data;
 - Ability to plan, manage, prioritize, and complete tasks from various sources;
 - Excellent listening, writing and verbal communication skills – including presentation skills;

- Ability to recognize significant developments and trends with respect to economic development in Moldova, as well as the ability to identify their impact on program implementation;
- Strong interpersonal skills, including the ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations;
- Teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines;
- Demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues;
- Strong learning agility and the ability to effectively adapt to new or changing situations;
- Strong organizational and time management skills;
- A high level of computer literacy is required, including the ability to design and prepare user-friendly and informative reports, matrices, and slide decks using appropriate computer software;
- Excellent working knowledge of Microsoft Office suite, Gmail and Google Suite is required; and
- A willingness to travel within Moldova, especially to locations with high populations of Ukrainian refugees.

Skills Test:

25 points

The skills test is intended to gauge the applicant’s problem-solving ability, attention to detail, leadership, and customer orientation.

Interview Performance:

60 points

Interview questions will be intended to explore the candidate’s experience, job knowledge, and skills regarding the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion, and Accessibility (DEIA) concepts.

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.

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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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

- Be a citizen of Moldova, or a non-cooperating country citizen lawfully admitted for permanent residence and work in Moldova;
- 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 Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education, Experience, and English Language 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 further evaluated. Short-listed candidates will be evaluated against the Evaluation Factors listed below 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.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form:

a. Completed AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2> .

Offerors must complete the AID 309-2 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. 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 (AID 309-2) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

b. A cover letter of no more than two (2) pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

c. A CV or standard résumé of no more than four (4) pages.

d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or résumé/CV.

1. 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**.
2. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
 - Authorization for Release of Information (U.S. Embassy Moldova form)
 - Certificate of Criminal Records (obtained from the pertinent authorities)

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

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances as outlined below. 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. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances.

1. **BENEFITS:**
 - Health Insurance coverage, reimbursement of authorized expenses up to \$8,155 per immediate family member; children to age 21.
 - Defined Contribution Fund, 12% of salary is placed in account, paid by employer.
 - Death Benefit
2. **ALLOWANCES (as applicable):**
 - Meal allowance in accordance with the Moldova Local Compensation Plan in amount of \$770
 - Childcare Allowance and Childbirth Grant in accordance with the Moldova Local Compensation Plan.

VII. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission withholds year-end local income tax payments.

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

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National,” 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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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.

The Mission reserves the right to select two candidates from this recruitment process.