



SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069623R00006

ISSUANCE DATE: December 12, 2022

CLOSING DATE/TIME: December 30, 2022/12:00 p.m. (CAT)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC), Administrative Assistant.

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,

Molly Steinbauer  
Supervisory Executive Officer and  
Contracting Office

## I. GENERAL INFORMATION

1. SOLICITATION NO.: 72069623R00006
2. ISSUANCE DATE: December 12, 2022
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: December 30, 2022, 12:00 p.m. noon Africa Central Time.
4. POINT OF CONTACT: Human Resource Office, e-mail at [kigalihr@usaid.gov](mailto:kigalihr@usaid.gov).

POSITION TITLE: Administrative Assistant.

5. MARKET VALUE: 15,913,692 to 26,019,190 Rwandan Francs equivalent to FSN-08 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Rwanda. Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: 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.
7. PLACE OF PERFORMANCE: Kigali, Rwanda with possible travel as stated in the Statement of Duties.
8. ELIGIBLE OFFERORS Open to All Interested CCN (Cooperating Country National) Candidates. 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."
9. SECURITY LEVEL REQUIRED Facility Access / Employment Authorization

### 10. STATEMENT OF DUTIES

#### 1. General Statement of Purpose of the Contract

The Administrative Assistant is located in the Office of the Mission Director. The Administrative Assistant serves as the personal assistant to the Mission Director, operating independently of any other position in the performance of the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Mission's Front Office. The Administrative Assistant is the primary contact person responsible for the Mission's Front Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this

capacity, the Administrative Assistant is responsible for coordinating information about the USAID Mission and making sure that information gets to customers on a timely basis and in a professional manner.

## 2. Statement of Duties to be Performed

A. Serves as Administrative Assistant and personal assistant for the USAID Mission Director, providing the following representative administrative support services: maintains Front Office calendar(s); organizes meetings as directed, ensures Offices scheduling meetings for the Director provide sufficient background and other necessary information for meetings, and sends out meeting notices; makes regular travel arrangements, prepares trip requests, vehicle requests, and travel vouchers; composes complex non-technical correspondence, including, reviewing and preparing official responses to unsolicited proposals, as required; researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; follows up with Mission staff members to ensure that various commitments are met; edits written products prepared by or provided to the Front Office; and, on occasion participates on field trips and out-of-office meetings. 60%

B. Performs a variety of administrative and procedural duties, including providing telephone, receptionist, and protocol services for the Front Office; orders expendable supplies for the Office; files material and maintains the Front Office filing system; receives and controls incoming correspondence and communications; prepares requests for repair of office equipment and systems; and schedules the use of conference rooms in coordination with other Mission administrative staff. 20%

C. Manages arrangements for official USAID Receptions (tracking official representation funds). Reports and accounts for all expenses; develops invitation designs and ensures that invitations are distributed; maintains a record of acceptances on a master guest list; and, supervises service providers, as required. Prepares electronic country clearances (eCCs) and travel authorizations/vouchers for Front Office staff, and TDY guests of the Director, and makes or follows up on hotel reservations and other arrangements, as required. 20%

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.

## 3. Supervisory Relationship

The Administrative Assistant receives supervision from the Mission Director, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed and the Director's priorities. Most work occurs because of normal office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved, and in meeting Office objectives.

#### 4. Supervisory Controls

Guidance may be provided to the Director's Chauffeur, and to administrative staff Mission wide. However, continuing full supervision of other Mission staff is not contemplated.

#### 11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

### II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) Education: Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.
- b) Experience: A minimum of five years of administrative or secretarial work experience, including experience gained in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- c) Post Entry Training: The Administrative Assistant will be provided familiarization training on USAID operations, and on specific regulations and procedures (such as records management, travel, and correspondence management). Additional training in-country may be provided from time to time, depending on course offerings and the availability of space and funds.
- d) Language Proficiency: Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- e) Knowledge: The Administrative Assistant should have a general knowledge, or the ability to quickly gain such general knowledge, of USAID regulations and procedures, and of good office management practices; and, be knowledgeable, or able to quickly become knowledgeable, of overall USAID Front Office responsibilities and activities, as well as possess a very good knowledge of standard office procedures and practices. The Administrative Assistant to the Mission Director must have an excellent understanding of USG file management, mail handling, and correspondence formatting procedures.
- f) Skills and Abilities: The Administrative Assistant must be proficient in keyboarding, including at least Level II typing ability (40 words per minute), and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as needed. The Administrative Assistant must be proficient in using the Internet and E-mail programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail.
- g) Available Guidelines: In addition to oral and written instructions from the Mission Director, guidelines include USAID Mission Orders, Administrative Notices, USG Regulations, and other guidance and directives from the Automated Directives System (ADS), USAID Fact Sheets, E-mails, and other sources.
- h) Exercise of Judgment: A high degree of judgment is required to identify requirements, anticipate problems, plan and execute effective actions, and coordinate and work with others. Judgment and discretion are particularly important in dealing with working-level contacts within IPs, and with high-level Embassy and host-government officials, such as

the Office of the Ambassador, the Ministry of Foreign Affairs Protocol Office, key donors, and private-sector officials.

- i) Authority to Make Commitments: The Administrative Assistant has general authority to make appointments on behalf of the Director, and to relay instructions to members of the Mission staff on his/her behalf. The Administrative Assistant may make reservations on behalf of travelers but may not independently commit the USG to the expenditure of funds.
- j) Nature, Level, and Purpose of Contacts: Contacts will be maintained in person, by phone, or in writing with Mission and Embassy staff, USAID/Washington, and relevant senior Host-Government officials, private-sector representatives, and other foreign donor institutions as necessary to receive information, provide information, submit required reports, receive external support, etc. The nature of these contacts will be principally administrative.

### 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 procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be invited to take an English proficiency test. Only the highest-ranked applicants will be interviewed.

#### 1. BASIC ELIGIBILITY

The basic eligibility requirements for this position are:

- Authorized to work in Rwanda;
- Complete application submitted as outlined in the section IV;
- Eligible to attain security clearance for Facility Access;
- Cleared medically to work at USAID/Rwanda;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested;
- All internal candidates who meet the minimum qualifications will be interviewed.

## 2. SELECTION PROCESS AND EVALUATION FACTORS

Application: 25 Points

Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work. The application review will be weighted as follows: Experience (10 points), Job Knowledge and Skills (15 points). *(See II. b, e, f.)* Candidates with superior scores from the application review will be invited to complete a skills test and participate in an interview.

Skills Test: 25 Points

Interview: 50 Points

Total Possible Score: 100 Points

References: Pass/Fail

References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities. USAID/Rwanda reserves the right to seek references from anyone who may be able to provide information about a candidate; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify a candidate from consideration.

### IV. SUBMITTING AN OFFER

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

- US Federal Employment, Form DS-174 (available at: <https://www.usaid.gov/rwanda/work-with-us/careers> )
  - Cover letter no longer than one page in length.
  - Current résumé or curriculum vitae that includes at least three references.
  - Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.
  - A complete application package should be sent by email to [kigalihr@usaid.gov](mailto:kigalihr@usaid.gov).
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.
  3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
  4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO 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

## VI. BENEFITS AND ALLOWANCES

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

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

## 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](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>. 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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant AIDAR deviation or other policy text as applicable by the type of PSC.]

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/OGES%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](mailto:PSCOmbudsman@usaid.gov).