



**SOLICITATION NUMBER: 72038822R00006**

**ISSUANCE DATE: June 22, 2022**

**CLOSING DATE/TIME: Open until Filled**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC) – Administrative Coordinator and Policy Analyst, GS-09**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking 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 solicitation material for their records.

This solicitation does not obligate USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Andrew Holland  
Contracting Officer

## ATTACHMENT 1

### I. GENERAL INFORMATION

**1. SOLICITATION NO.:** 72038822R00006

**2. ISSUANCE DATE:** June 22, 2022

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until Filled

**4. POINT OF CONTACT:** Dominic Richard Gomes, e-mail at [dgomes@usaid.gov](mailto:dgomes@usaid.gov) Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

**5. POSITION TITLE:** Administrative Coordinator and Policy Analyst

**6. NUMBER OF VACANCIES:** One (1)

**7. MARKET VALUE:** \$47,097- \$ 61,227 per annum; equivalent to GS-09.

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

**8. PERIOD OF PERFORMANCE:** This is a one year contract with the possibility of four, one year extensions based on need of the USG and availability of funds. The contract and extensions cannot exceed 5 years.

**9. PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.

**10. ELIGIBLE OFFERORS:** This is a resident hire USPSC position. Only US citizens or US Resident Aliens residing in Bangladesh and who possess proper documentation (Bangladeshi visa or work permit) are eligible to apply.

**Resident Hire USPSC:** A U.S. citizen or resident alien who, at the time of contract award, resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non-U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.

**11. SECURITY LEVEL REQUIRED:** The successful candidate will be required to obtain a Facility Access clearance.

### **12. STATEMENT OF DUTIES**

#### **OVERVIEW AND BASIC FUNCTION:**

The contractor shall function as the Mission's Administrative Coordinator and Policy Analyst. The Administrative Coordinator and Policy Analyst supports USAID/Bangladesh Executive Office (EXO) which provides a full range of administrative management services in support of USAID

activities in Bangladesh, and other offices as needed. This position is in the Executive Office. USAID/Bangladesh staff include 42 USDHs, 11 USPSCs, and 132 CCNPSCs who collectively manage an annual program budget of \$800 million.

The Executive Office is responsible for providing management and logistical support for the operational needs of USAID/Bangladesh. The diverse range of services required to keep the Mission functioning presents enormous management challenges. Proper management systems and controls are essential for smooth functioning as well as for protection of U.S. government staff and resources. The Administrative Coordinator and Policy Analyst is responsible for policy assessments and for making recommendations to strengthen awareness and compliance with operational policy throughout the Mission.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The Administrative Coordinator and Policy Analyst will be supervised by the Supervisory Executive Officer and fulfills the duties and responsibilities as noted below:

#### **Policy Analysis**

- Serve as an analyst in the assessment and improvement of operational effectiveness or the improvement of complex management and administrative policies and processes for USAID/Bangladesh Mission.
- Assist in determining need for written policies and procedures, oversee the development of policies and procedures, and support the implementation of said policies and procedures.
- Demonstrate project management and facilitation skills by coordinating working groups on complex issues to solicit technical and legal input, establish milestones, meet expected results, and communicate results, issues, and challenges to senior management.
- Lead assessments of impact and implementation of management operations policies, and make recommendations for policy changes to streamline, improve accessibility, and increase compliance.
- Present findings and recommendations on complex issues or problems impacting major programs, policies, and/or procedures, which may include making recommendations for Mission policy changes to improve policy implementation, integrate considerations for diversity, equity, inclusion, and accessibility, and increase compliance.
- Plan and develop methodologies to improve the effectiveness and efficiency of work methods and management controls for a major component of agency operations.

#### **Preparing/Editing Mission documents**

- Provide English language editing support for content, clarity, organization, and quality, to staff preparing briefing papers, reports, memos, cables, speeches, talking points/scene setters and presentations in response to requests from Mission management or USAID/Washington. Develop and implement appropriate internal Mission management systems and policies. Draft or clear Mission Orders, Management Notices, and correspondence from EXO on management policies.

## SUPERVISORY RELATIONSHIP

Work is performed under the general direction of the Supervisory Executive Officer, who outlines work objectives and reviews the employee's work for adherence to general policies and procedures and accomplishment of work tasks. Employee should be able to set deadlines, coordinate necessary inputs from staff, and produce products with minimal supervision.

## SUPERVISORY CONTROLS

This position entails no formal supervisory duties. The incumbent will have the authority to request information and written products from colleagues in order to complete assignments.

### **13. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands. The work requested is generally sedentary and poses few physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

**Education:** Bachelor's Degree required, in a field related to Communication, English, Public Policy, Management or related field.

**Prior work Experience:** At least three years professional experience in communication, general administrative oversight, policy analysis, assessments, and recommendations to improve the quality and efficiency of management operations, and project management skills. Demonstrated experience working on interdisciplinary and/or multicultural teams while working for an international organization. Extensive experience making formal presentations to high-level audiences and writing documents that will be disseminated to various audiences.

**Job Knowledge:** Knowledge in administrative management and operations, and written policies and procedures that support operations. Knowledge of style, grammar and punctuation rules and know how to express ideas clearly and logically.

**Skills and Abilities:** Must have excellent English writing and editing skills, as well as ability to provide cohesive oral presentations (formal and ad hoc) around complex issues in an understandable manner; ability to draft quality and clear documents including briefing papers, speeches, policy, and reports. Must have the aptitude to work effectively individually and as a member of a team. Should have the ability to evaluate policies, processes, or programs to identify issues, recommend solutions, and present findings and recommendations to management. Must be able to simultaneously multiple task and use standard computer applications, i.e., Google Suite, including Gmail, Google Forms, Google Sheets, and Google Docs and Microsoft Office Suite.

## **III. EVALUATION & SELECTION FACTORS**

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID reserves the right to conduct written exams and an

interview with the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Candidates will be evaluated and ranked based on the following selection criteria:

**Work Experience and Job Knowledge: 50 Points**

The extent to which the applicant's relevant experience and knowledge meets or exceeds the requirements, as described above.

**Skills and Abilities: 50 Points**

The extent to which the applicant's skills and abilities meet or exceed the requirements, as described above.

**IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available [HERE](#). Applicants are required to complete sections A through I. **This form MUST be signed.**

2. A cover letter of no more than one (1) page that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.

3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:

- a. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
- b. Specific duties performed that fully detail the level and complexity of the work.
- c. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the email address listed in **Section IV**.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of offers for the intended position, candidates must prominently reference the Solicitation number in the offer submission.

**SUBMIT APPLICATION PACKET ELECTRONICALLY:**

Interested candidates should send above electronically to [dhakajobs@usaid.gov](mailto:dhakajobs@usaid.gov), to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Attention: Supervisory Executive Officer  
USAID HR Section/Executive Office  
USAID/Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

**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. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit forms 1 through 4 with your application.

**VI. BENEFITS AND ALLOWANCES**

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

**1. BENEFITS**

- Employee's FICA Contribution (USPSC only)
- Annual & Sick Leave
- Sunday Pay differential
- \*Paid Parental Leave

**AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:**

- Visa support
- Air fare for Post arrival
- Housing
- Embassy Commissary access
- Transport facilities
- Embassy Medical Unit facilities

## **VII. TAXES**

US Citizens and Resident Aliens are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing US/TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” includes **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>.
3. Acquisition and 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. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: <http://www.usaid.gov/work-usaid/aapds-cibs>
5. ADS 309 – Personal Services Contracts can be found at: <https://www.usaid.gov/sites/default/files/documents/1868/309.pdf>
6. **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>.
7. 52.223-99 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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Cleared by:

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Ellen M. Zehr,  
Supervisory Executive Officer