



# USAID | GHANA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72064123R10006**

**ISSUANCE DATE:** February 17, 2023

**CLOSING DATE:** March 3, 2023, 11:59 pm  
Accra time.

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Assistant- (Education) - Mission Employees Only**  
*(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, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 information.

Sincerely,

James Berscheit  
**Contracting Officer**

U.S. Agency for International Development No. 24 Fourth Circular Rd. P. O. Box 1630, Accra-Ghana	Tel: 233-302-741-200 Fax: 233-302-741-365 <a href="http://www.usaid.gov/ghana">www.usaid.gov/ghana</a>
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## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72064123R10006**
- 2. ISSUANCE DATE: February 17, 2023**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 3, 2023, at 11:59 pm Accra time.**
- 4. POINT OF CONTACT: [GhanaApplications@usaid.gov](mailto:GhanaApplications@usaid.gov)**
- 5. POSITION TITLE: PROJECT MANAGEMENT ASSISTANT - USAID GHANA EDUCATION OFFICE**
- 6. MARKET VALUE:** This position has been classified at **FSN-09** on the U.S. Embassy salary scale. The annual salary range is between **USD 19,476.00 and USD 30,192.00\*** and is paid bi-weekly in Ghanaian Cedis.

*\*Conversions are made at the most favorable rate legally available to the United States Government (USG), as determined by the International Currency Exchange (ICE) managed by the Bureau of the Comptroller and Global Financial Services (CGFS). This policy is reviewed regularly and a future change may establish salaries in Ghanaian Cedis that are not linked to exchange rates.*

- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **o/a July, 2023**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS: MISSION EMPLOYEES ONLY**
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance.

## **11. STATEMENT OF DUTIES**

The position is located in the Education Office (EDU) of USAID/Ghana. The Education Project Management Assistant (PMA) performs a variety of complex tasks related to acquisition and assistance, financial management, program operations, and support services to the Education team in Accra and the Tamale sub-office. The Education PMA function is an essential operational and reporting linkage between EDU and the Program and Planning Development Office (PPDO), the Regional Office of Assistance and Acquisition (RAAO), the Regional Financial Management (RFMO), and the Regional Executive Office (REXO). He/she serves as a Contract/Agreement Officer's Representative (COR/AOR), a Government Agreement Technical Representative (GATR), and/or an Activity Manager (AM) or an alternate COR/AOR on awards and grants. The Education PMA reports to the Education Office Deputy Director.

1. **Financial and Budget Management** (35%)

1. Prepares all major program obligating and de-obligating actions, and advises team leadership, COR/AORs and AMs on reprogramming unused funds within the EDU budget.
2. Tracks the sub-commitment and sub-obligation of funds into the various implementing mechanisms.
3. Works with the RFMO to ensure that resources are available and monitors the system for reviewing partner country vouchers prior to submission to address any needed improvements.
4. In coordination with the Program Office, manages development of the annual Operational Plan and determines amounts/ figures for attribution for specific EDU program areas.
5. Tracks and traces program and activity budgets and coordinates and produces accruals, pipelines and other program funding reporting and analyses, in collaboration with COR/AORs and AMs and with oversight from the EDU Office Director or his/her designee.
6. Consolidates and coordinates portfolio and activity level financial data on a regular basis for compliance with mission financial monitoring and reporting purposes, including but not limited to Accruals, Quarterly Financial Reviews and semi-annual Portfolio Reviews.
7. Serves as the USAID/Ghana EDU point of contact for the annual Federal Managers' Financial Integrity Act (FMFIA) exercise and the annual submission of USAID's Education Expenditure Reporting to the Ministry of Education.
8. Collects, collates, and prepares spreadsheets and charts for meetings with USAID staff, Implementing Partners, and bilateral and multilateral international donors.
9. Provides budgetary oversight for ongoing EDU activities, including facilitating effective communication on all financial issues with Implementing Partners (IPs) and Ministry of Education staff, and ensures compliance with all USAID fiscal procedures and requirements.
10. During activity closeout, collaborates with RAAO to track, document, and secure the approval of equipment disposition plans by obtaining inventories of equipment purchased with USAID funds and final vouchers and final reports.
11. Responsible for the preparation of administrative actions related to program management of activities, including preparation of action memorandums, justifications for less than full and open competition, budgets, bilateral amendments, and routine implementation letters.
12. Ensures that funds are utilized according to rules and regulations of USG.

**B. Program Operations** (35%)

1. Liaises with USAID/Ghana's Program Office to ensure timely guidance and submission of all required reporting, including assisting in the compilation and review of data in preparation for semi-annual Portfolio Reviews and the annual Performance Plan and Report (PPR).
2. Develops and implements clear processes for follow up and keeping momentum for

EDU documents circulated for clearance in requisite Mission Offices and with partner-country counterparts.

3. Prepares Tax Exemption letters for Implementing partners and the Ministry of Education and its key institutions, e.g., Ghana Education Service (GES), etc., as needed.
4. Attends conferences, workshops, and events related to Basic Education sponsored by the Government of Ghana, Donors, Implementing partners, and NGOs.
5. Supports Agreement Officer's Representative (AOR) / Contracting Officer's Representative (COR) and Activity Managers (AMs) logistical preparations for external meetings organized by EDU, as requested.

**C. Contract and Agreement Management (30%)**

1. Serves as an AOR/COR (or Alternate COR/AOR) or GATR (or Alternate GATR) on small EDU activities, including EDU Government-to-Government (G2G) agreements, the Low-Cost Private Schools (LCPS) activity, and a million Strengthening Accountability in Ghana's Education System (SAGES) cooperative agreement to build accountability within Ghana's education system, or as needed.
2. Prepares financial and administrative documents related to program management, management of EDU's procurement-related actions in USAID's Global Assistance and Acquisition System (GLAAS), government cost estimates, budgets, and Implementation Letters. Serves as a GLAAS Requestor for the Education team.
3. Leads the Quarterly Financial Review process for EDU.
4. Prepares, maintains, and regularly updates the Education team's Procurement Plan in coordination with RAAO and the Spend Plan in coordination with the EDU Office Director.
5. Drafts and prepares documentation for, and assists in monitoring the timely completion of, procurement-related actions.
6. Amends documentation of implementation letters for significant G2G programming.
7. Liaises with EXO and RAAO to ensure completed activities are closed out in compliance with established USAID regulations.
8. Coordinates local and small procurement requests with EXO and RAAO.
9. Monitors that COR/AOR documentation is valid and up to date. Keeps an updated record of team COR/AOR responsibilities for active, expiring, and expired awards.

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

*3. Supervisory Relationship*

The incumbent is supervised by the Education Office Deputy Director or his/her designee.

*4. Supervisory Controls*

The continuous supervision of other USAID staff is not contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

- a. Education:** A minimum of 2 years of college/university studies degree in Administration, Business Studies.
- b. Prior Work Experience:** At least 5 years of progressively responsible experience in office management, financial or budget management, in an international organization. Demonstrated track record of strong customer service.
- c. Language Proficiency:** Fluency in English, Level IV. Excellent oral and written communication. (Language proficiency may be tested.)

## **III. EVALUATION AND SELECTION FACTORS**

A supplemental document is required with written responses to the Evaluation Factors listed below. Responses to each evaluation factor should not exceed 250 words. When possible, please describe your experience performing the duties described in these factors. Please include specifics on where and when you gained the experience.

### **Job Knowledge: (30 points)**

Experience understanding and assessing highly technical information in multiple disciplines from Implementing Partners, other donors, contractors, and Government of Ghana (GoG) officials.

### **Program/Project Management: (20 points)**

Experience drafting project grants and project-related correspondence and maintaining logs on project/activity portfolios. Experiencing coordinating across various offices on projects.

### **Teamwork and Interpersonal Skills: (20 points)**

Experience working effectively as part of a team to accomplish a work objective. Experience interacting with others in a courteous and professional manner in a professional workplace. Experience demonstrating leadership of a team and incorporating the contributions of others to achieve a common goal.

### **Skills and Abilities: (20 points)**

Experience in using computer software programs including but not limited to: Word, Excel, and PowerPoint, as well as similar Google suite applications. Experience interacting effectively in a cross-cultural environment with a broad range of diverse counterparts. Experience in budget and financial management support and administrative tasks. Ability to troubleshoot, think quickly, and determine effective responses to complex issues in a fast-paced environment.

### **Administrative Duties: (10 points)**

Experience performing project and activity-related administrative duties, including, but not limited to: preparing Action Memos, coordinating office correspondence to grantees or

contractors, providing logistical support. Experience coordinating local and small procurement requests.

### **Total Possible: 100 points**

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities. Applicants who obtain the highest scores based on the criteria defined may be interviewed and may also be required to pass a written test. A security authorization and medical clearance are required prior to employment.

After the closing date of this solicitation, all applications will initially be screened for minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the selection criteria will not be scored.

A Technical Evaluation Committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter. 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.

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

## **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a signed offer form **AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS)** which is available at the following link:  
<https://www.usaid.gov/forms/aid-309-2>

2. Offeror must also submit a curriculum vitae.
3. Offerors are required to submit a supplemental document with written responses to the Evaluation Factors listed under Section III. Responses to each evaluation factor should not exceed 250 words and should describe the specifics of experience and where and when experience was gained.
4. Offerors are asked to submit a copy of their relevant educational certificate(s) and work permit or residency permit (if not a Ghanaian citizen).
5. 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**.

**To ensure consideration of offers for the intended position, Offerors are asked to prominently reference the position title and solicitation number in the subject line of their email and on all documents submitted.**

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. The Contracting Officer will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
  - A. Medical History and Examination Form (Department of State Forms)
  - B. Security Clearance
  - C. Finger Print Card (FD-258)
2. **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.

#### **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
  - e. Salary Advance (0% interest)
  - f. Social Security Contributions
  - g. Local and American Holidays
2. ALLOWANCES (as applicable):
  - a. Meal Allowance
  - b. Miscellaneous Allowance

## VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian laws, including those concerning income and related tax obligations. -Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

## 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 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: TBD	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-contractsombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

**----END OF SOLICITATION---**