



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068723R10003
ISSUANCE DATE: May 26, 2023
CLOSING DATE: June 15, 2023

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
(CCN PSC – Local Compensation Plan)
Position: Administrative Assistant, FSN-07

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 in Madagascar under contract as described in this solicitation.

Offers must be in accordance with the Attachment 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 offer.

Any questions must be directed in writing to the Point of Contact specified in the Attachment.

Sincerely,

Debbie Jackson
Contracting Officer

ATTACHMENT
Solicitation for a CCNPSC
Administrative Assistant, FSN-07 Grade

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068723R10003
- 2. ISSUANCE DATE** May 26, 2023
- 3. CLOSING DATE** June 15, 2023
- 4. POINT OF CONTACT** Dany Randrianatoavina, e-mail at AntananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 320 00.
- 5. POSITION TITLE** Administrative Assistant

6. MARKET VALUE:

From MGA 22,543,062 to MGA 37,196,038 per annum, equivalent to FSN-07, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Madagascar. Final compensation will be negotiated within the listed market value.

7. PLACE OF PERFORMANCE:

USAID/Madagascar - U.S. Embassy, Lot 207 A, Point Liberty, Andranoro Antehiroka - Antananarivo 105 Madagascar, with possible travel as stated in the Statement of Duties.

8. PERIOD OF PERFORMANCE:

The base period will be one year, estimated to start o/a September 2023, and will serve as the probation period. Based on Agency need, and subject to the successful completion of the probationary period, the Contracting Officer may exercise additional option periods of four years, estimated as follows:

Base Period	o/a September 2023 to o/a September 2024
Option Period #1	o/a September 2024 to o/a September 2025
Option Period #2	o/a September 2025 to o/a September 2026
Option Period #3	o/a September 2026 to o/a September 2027
Option Period #4	o/a September 2027 to o/a September 2028

Multiple option periods can be exercised at the same time per the Contracting Officer (CO) discretion.

9. ELIGIBLE OFFERORS:

This vacancy is open to Malagasy citizens and non-Malagasy citizens lawfully admitted for permanent residence in Madagascar.

Non-Malagasy citizens, if selected, will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

10. SECURITY LEVEL REQUIRED:

Facility & Computer Access.

11. STATEMENT OF DUTIES:

1) General Statement of Purpose of the Contract

The incumbent serves as the Administrative Assistant for the office of Integrated Development Emergency Assistance (IDEA). S/he serves as the principal administrative support person for the Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for 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 Office and making sure that information gets to customers on a timely basis and in a professional manner.

The job holder is required to perform work-related travel.

2) Statement of Duties to be Performed

A. The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host-Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and takes minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/ meeting room space as required by the size of the group and maintaining conference/ meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes.

B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative

Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures.

C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules.

D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder.

3) Supervisory Relationship

The Administrative Assistant will be under the direct supervision of the Humanitarian Assistance Officer.

4) Supervisory Controls

The Administrative Assistant is not supervising any staff.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education:

Two 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.

b. Prior Work Experience:

A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions.

c. Job knowledge:

- Familiarity, or ability to quickly become familiar with the responsibilities and activities of the Office

of assignment, as well as possess a general knowledge of standard office procedures and practices.

- Ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

d. Skills and Abilities:

- Proficiency in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated.
- Proficiency in using the Internet and E-mail.

e. Language Proficiency:

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.

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>.

After the closing date, eligible offerors, as defined in this solicitation, who meet the minimum qualifications (see Section II) will be further evaluated, through their offer package, based on the factors listed below. Offerors are strongly encouraged to address each of the factors listed below on a separate sheet (appendix) describing specifically and accurately the experience, training, and/or education that are relevant to each factor.

An evaluation committee may conduct interviews of the most highly ranked candidates before making a recommendation to the CO. The successful candidates will be selected based on a review of their qualifications; interviews (if applicable); and the results of reference checks. The evaluation committee may check references that have not been specifically identified by applicants and may do so before or after a candidate is interviewed. Testing of language skills may be required. We will only contact the highest ranked candidates who will be shortlisted by the evaluation committee and invited to interviews.

EVALUATION FACTORS

Education:	5 points
Prior Work Experience:	10 points
Job Knowledge:	35 points
Skills and Abilities:	35 points
Written Test:	15 points
Total:	100 points.

IV. SUBMITTING AN OFFER:

DOCUMENTS REQUIRED

1. Eligible Offerors **are required** to submit the following. Incomplete submissions will not be considered:

- a. **One Cover Letter in English**

Your cover letter should show your eligibility as described in **Section I, item 9** and specifically address each of the selection factors in **Section III**.

- b. **AID 309-2, Offeror Information For Personal Services Contract Form**

Eligible offerors are required to complete and submit a hand-signed form AID 309-2, "Offeror Information For Personal Services Contracts with Individuals", available at the USAID website <http://www.usaid.gov/forms>. Offerors are required to sign and scan the certification at the end of the form.

- c. **Resume/Curriculum Vitae**

Your resume or CV should contain explicit information to make a valid determination of your eligibility in **Section I, item 9**, and that you fully meet the minimum qualifications requirements, listed in **Section II**. This information should be clearly identified in your resume. Failure to provide explicit information to determine your eligibility and qualifications for the position will result in loss of full consideration.

- d. **Diplomas and certificates:**

Any official documents demonstrating that the offeror meets the minimum qualifications. Offerors are encouraged to submit photocopies. Originals will not be returned.

- e. **References:**

Offerors are required to provide at least five (5) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

- f. **Eligibility:**

Malagasy offeror is required to provide a copy of his/her identity card; and Non-Malagasy offeror is required to provide a proof of permanent residency.

2. Offeror submissions 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**. electronically to the e-mail address: AntananarivoUSAIDHR@usaid.gov.

3. Subject line for submission:

"AA [your name]"

All documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). We will not open compressed files (.zip, .rar, etc.).

V. LIST OF REQUIRED DOCUMENTS PRIOR TO AWARD

1. Once the Selecting Official (SO) informs the successful Offeror about being selected for the position advertised, the SO will provide the successful Offeror instructions about how to complete following clearances:
 - i) Medical Clearance: Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
 - ii) Access Clearance: Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.
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
 - o Employer contribution to Caisse Nationale de Prévoyance Sociale (CNaPS)
 - o Employer contribution to a health insurance plan for the selected individual and eligible family members
2. ALLOWANCES
 - o Transportation allowance is 10% of basic salary
 - o Miscellaneous allowance is MGA 1,100,000/year
 - o Annual bonus is 10% of annual basic salary

VII. 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/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 as follows:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: PRG Funds	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: PRG Funds	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: PRG Funds	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: PRG Funds	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: PRG Funds	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.

END OF SOLICITATION