



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72038823R10017**

**ISSUANCE DATE: May 11, 2023**

**CLOSING DATE/TIME: June 01, 2023; 04:30PM**

**SUBJECT:** Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC)  
– **Project Management Assistant (Health), FSN – 09**

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.

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

Sincerely,

Mark Gray  
Contracting Officer

## ATTACHMENT 1

### I. GENERAL INFORMATION

**1. SOLICITATION NO.:** 72038823R10017

**2. ISSUANCE DATE:** May 11, 2023

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 01, 2023 at 4:30 pm local time in Dhaka, Bangladesh.

**4. POINT OF CONTACT:** KMA Zubin Faisal, email at [zfaisal@usaid.gov](mailto:zfaisal@usaid.gov). Please DO NOT send applications to this email address. For instructions on how to apply, see section IV & V of this solicitation.

**5. POSITION TITLE:** Project Management Assistant (Health), FSN – 09

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

**7. MARKET VALUE:** FSN-09, 40 hours equivalent (TK. 2,026,734.00 – TK. 3,637,020.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value

**8. PERIOD OF PERFORMANCE:** The period of performance is five years, with the possibility of extensions.

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

**10. ELIGIBLE OFFERORS:** This is a Cooperating Country National position; all Qualified Bangladeshi Nationals are eligible to apply.

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

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

#### A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

This position of Project Management Assistant (Health) is based at the Office of Population, Health, and Nutrition (OPHN), USAID/Bangladesh. The primary purpose of the position is to provide technical support in managing the mission health programs. S/he also serves as a project management team member and is responsible for supporting the technical staff in the Family Health Cluster in administrative actions related to health activities, as required for the team. S/he serves as Activity Manager for assigned activities. S/he also performs monitoring and evaluations functions to track the performance of activities and programs across the health portfolio. In addition, the Project Management Assistant (Health) plays a critical role in ensuring full compliance of all OPHN projects with regulations including family planning, environment, and climate risk mitigation in line with all relevant and applicable statutes of the Agency.

## **B. STATEMENT OF DUTIES TO BE PERFORMED**

### **Project Management**

As Activity Management representative manages bilateral health activities and provide technical direction, guidance, and oversight for the achievement of mission and agency objectives. Also provides management and oversight to selected centrally-funded and field support activities, liaising with Washington and relevant technical staff for successful program implementation.

#### *Technical:*

- Ensure that annual work plans are consistent with project objectives and that they are prepared and approved in a timely manner.
- Monitor program performance through consultations, document reviews, progress review meetings, and field trips. Assure quality and timeliness of all deliverables – reports, attainment of milestones, etc.
- Responsible for bringing any problems in performance to the attention of the contract/grants officer and PHN staff and for ensuring that remedial actions are taken.
- Participate in contract/grant closeout actions, ensuring that all performance has been completed satisfactorily and all property accounted for.

#### *Financial:*

- Coordinate with Mission financial analysts to track expenditures and pipeline and to coordinate the timing of incremental funding.
- Track quarterly financial statements and annual performance narratives in compliance with award conditions. Ensure that obligations, expenditures and pipelines conform to action plans, agreements, and budgets.
- Administratively approve payment vouchers and requests for advances. Review activity budgets for appropriateness.
- Work in collaboration with the PHN Office in ensuring that implementing partners prepare quarterly accruals and other required reports. Review and sign vouchers.
- Develop and maintain technical-level contacts and represent the Health Office at meetings and events with USAID offices, other U.S. government agencies, development partners, Chiefs of Party, Government of Bangladesh counterparts, and the private sector.
- Provide administrative support to the Family Health Cluster, including the drafting, preparing, and processing of activity documentation. Draft Global Acquisition and Assistance System (GLAAS) requests, correspondences, and invitations.

### **Monitoring, Evaluation, Learning and Compliance**

- Support the office in preparing for periodic portfolio reviews of the health program and contribute to office wide preparations for annual operational planning, performance reporting, and other statutory reports.
- Identify and track performance indicators for health activities, and conduct Data Quality Assessments of those indicators to be incorporated in the annual Performance Plan and Report and the Performance Monitoring Plan.
- Contribute in developing, maintaining, and regularly updating the PHN Performance Management Plan (PMP) including collecting, compiling, and reporting on operational plan indicators.
- Contribute in drafting the health section of the annual Performance Plan and Report, the Operational Plan, and other Mission reporting documents.
- Environmental compliance: In coordination with the Mission Environment Officer, the job holder provides support to all AOR/COR/Activity Managers to ensure that environmental compliance is in place for Family Health Cluster health activities. S/he organizes periodic meetings with the implementing partners and conducts field visits to ensure that compliance plans are in place and are applied. S/he reviews

all relevant program documents including program descriptions, work plans and reports to ensure that environmental compliance is adequately addressed.

- **Family Planning Compliance:** The job holder collaborates with the Family Planning lead to monitor and ensure compliance with all statutory abortion and family planning regulations for OPHN programs and activities. S/he coordinates with AORs/CORs a/AMs to develop, implement and document monitoring activities for family planning compliance across the health portfolio.

#### C. SUPERVISORY RELATIONSHIP

The job holder is supervised by the Family Health Cluster Lead who will oversee work objectives and performance measures and will offer professional guidance. S/he is expected to take initiative and work independently, with the supervisor providing professional, technical, and interpersonal communication advice and oversight.

#### D. SUPERVISORY CONTROLS

No formal supervision of USAID staff is anticipated.

### 13. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

**Education:** Completion of a minimum of two years of College or University studies in health, development studies, social sciences, public administration, business studies, or a related field is required.

**Prior work Experience:** The Project Management Assistant (Health) must have three to five years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, preparation and tracking of project documentation in a development setting.

**Job Knowledge:** Broad understanding of the nature and goals of the donor-funded public health programs is required. The job holder must have a general familiarity with the best practices in development project design, implementation, management, monitoring and evaluation. Knowledge of environmental and family planning compliance is required.

**Skills and Abilities:** Must be self-motivated, able to learn quickly, work with a minimum of immediate supervision and manage a number of tasks at the same time. Ability to use personal computers and Microsoft Office software. Must be able to obtain, organize and analyze data and be able to prepare accurate, precise and well-organized reports. Strong interpersonal skills are required. Must be able to develop and maintain working-level contacts with government, implementing partners, non-governmental organizations and private sector entities.

**Language Proficiency:** Bangla and English proficiency Level IV (written, reading, and oral) is required. English level will be tested.

## 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>.

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. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

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.

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

**Prior Related Work Experience: 30 Points**

Must have three to five years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, preparation and tracking of project documentation in a development setting.

**Job Knowledge: 40 Points**

Must have a broad understanding of the nature and goals of the donor-funded public health programs. The job holder must have a general familiarity with the best practices in development project design, implementation, management, monitoring and evaluation. Knowledge of environmental and family planning compliance is required.

**Professionalism, Skills, and Abilities: (30 Points)**

Must be self-motivated, able to learn quickly, work with a minimum of immediate supervision and manage a number of tasks at the same time. Ability to use personal computers and Microsoft Office software. Must be able to obtain, organize and analyze data and be able to prepare accurate, precise and well-organized reports. Strong interpersonal skills are required. Must be able to develop and maintain working-level contacts with government, implementing partners, non-governmental organizations and private sector entities.

#### **IV. SUBMITTING AN OFFER**

##### **INSTRUCTIONS FOR SUBMITTING AN APPLICATION**

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form **AID 309-2, "Offeror Information For Personal Services Contracts With Individuals,"** available at [HERE](#). The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.
2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
  - a) **Education:** how a candidate's education level meets the minimum requirements.
  - b) **Work Experience:** how candidate is prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. To fully evaluate each application, every 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.

## **V. WHERE TO APPLY**

Applications must be addressed to:  
Human Resources Office  
Attention: Executive Officer  
USAID, Embassy of the United States of America

\*Applicants must submit the full application package via the online application portal as detailed below to be considered. Failure to do so may result in a determination the applicant is not qualified. (Online Application Process instructed below)

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

### **Online Application Process:**

\*Applicants would be required to create or already have a personal GMAIL account to access the online form. \*

Access the 'USAID/Bangladesh Online Recruitment Form' [HERE](#).

Follow the instructions within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.

By submitting your application materials, you certify that all 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.

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

## **VI. 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 examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

**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.

## **VII. BENEFITS/ALLOWANCES**

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

### **BENEFITS**

- Provident Fund Contribution (10% of base salary) after successful completion of probation period
- Annual & Sick Leave
- 2 Festival Bonuses (Included in above mentioned annual package “7. Market Value”)
- Medical reimbursement
- Life insurance

## **VIII. TAXES**

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

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

USAID regulations and policies governing CCN/TCN PSC 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>
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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge/nsf/resources_standards-of-conduct)
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).

**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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