



**SOLICITATION NUMBER: [CCN4/2023]**

**ISSUANCE DATE: 6/4/2023**

**CLOSING DATE/TIME: 6/18/2023**

**SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *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** 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 attachment I.

Sincerely,

**Shelby Hunt**  
**Executive Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** CCN4/2023
- 2. ISSUANCE DATE:** 6/4/2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 6/18/2023 at 4:30 pm  
Cairo time.
- 4. POINT OF CONTACT:** USAID Human Resources Office, e-mail at [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Training & Exchanges)– OEH

**MARKET VALUE:** USD20,405– USD32,645. This is the Gross Annual salary before deducting taxes equivalent to FSN 10.

**"Per a special and temporary authorization, the salary is currently denominated in US dollars and paid in EGP at the applicable rate of exchange according to the State Department Payroll Office’s official international currency exchange rate. When the conditions are met that the special and temporary authorization should be removed, the salary scale will revert to denomination and payment in EGP, as previously authorized."**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Egypt. Final compensation will be negotiated within the listed market value. Please check in AIDAR and ADS.

- 6. PERIOD OF PERFORMANCE:** One year with option to renew estimated to start on Jan 2024. “The base period will be from the estimated start date till **December 31, 2024**”. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for 4 additional years for the date(s) estimated as follows:”

<b>Base Period</b>	<b>January 1, 2024 – December 31, 2024</b>
<b>Option Period 1:</b>	<b>January 1, 2025 – December 31, 2025</b>
<b>Option Period 2:</b>	<b>January 1, 2026 – December 31, 2026</b>
<b>Option Period 3:</b>	<b>January 1, 2027 – December 31, 2027</b>
<b>Option Period 4:</b>	<b>January 1, 2028 – December 31, 2028</b>

- 7. PLACE OF PERFORMANCE:** Cairo, Egypt  
with possible travel as stated in the Statement of Duties.
- 8. ELIGIBLE OFFERORS:** Egyptian Citizens or non-Egyptians lawfully admitted for permanent residence in Egypt.
- 9. SECURITY LEVEL REQUIRED:** Employment Authorization
- 10. STATEMENT OF DUTIES**

## 1. General statement of purpose of the contract

### BASIC FUNCTION OF POSITION

The Project Management Specialist (Training and Exchanges) has primary responsibility for all USAID/Egypt functions that support travel to the United States for beneficiaries of USAID/Egypt development assistance. As a professional in training and exchanges, the specialist provides policy and procedural guidance to USAID staff and implementing partners to achieve development objectives by fostering mutual understanding between foreign nationals and the American people. The specialist provides professional advice and guidance throughout the Mission, supports activity design and implementation, builds the capacity of Mission and implementing partner staff, and ensures that all implementing partners comply with USAID regulations and policies, as detailed in USAID Automated Directives System (ADS) 252 and USAID/Egypt Mission Orders.

### MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

- I. **Travel and Visa Processing and Coordination (50%)**
  - a. Liaises with USAID/Washington and the Department of State Consular Section on all aspects of USAID/Egypt US-based training and exchanges.
  - b. Coordinates with the Government of Egypt and implementing partners to plan and execute US-based training and exchanges in compliance with ADS 252 and USAID/Egypt policies for approximately 2,000 people per year.
  - c. Coordinates with the Department of State Consular Section to determine appropriate visa channels for potential participants and update allocations of visa appointments to align with USAID needs.
  - d. Reviews US-based training and exchange packages to verify compliance, confirm appropriate scope and cost, and identify potential problem areas (including waiver requirements) and provides first-level Mission approvals when requirements have been fully satisfied.
  - e. Monitors status of USAID/Washington approvals of US-based training and exchanges and issuance and delivery of required documentation.
  - f. Schedules interview appointments for US-based training and exchange participants and tracks visa decisions and issuances.
  - g. Tracks US-based training and exchange participants, including validating arrival to the US and return to Egypt.
  - h. Identifies and reports non-returnees and initiates appropriate actions.
- II. **Guidance and Technical Advice (25%)**
  - a. Serves as the Mission's primary Point of Contact (POC) for US-based training and exchanges.
  - b. Tracks mandatory USG and USAID policies, regulations, and guidance; updates Mission Orders to reflect current requirements; and proactively provides information to Mission staff to minimize vulnerabilities.
  - c. Keeps up-to-date and well-versed on USAID and Department of State systems and tools for processing US-based training and exchanges.
  - d. Participates in the design of new Mission activities that will include US-based training and exchanges.
  - e. Represents the OEH Training Unit in Mission activity reviews and recommends needed adjustments to ensure that US-based training and exchange components are feasible, compliant with regulations, and likely to produce expected outcomes.
  - f. Serves as a technical advisor to USAID activities to support all aspects of US-based training and exchange implementation, including review of annual work plans to ensure appropriate lead times to comply with requirements.
  - g. Designs and delivers training for Mission staff on ADS 252 and USAID/Egypt policies and procedures for US-based training and exchanges.

- h. Assesses training and exchange needs of implementing partners and develops and delivers training sessions and workshops to ensure that the implementing partners are able to implement US-based training and exchange activities in accordance with ADS 252 and Mission policies.

### III. **Knowledge Management and Communications (25%)**

- a. Maintains all official files for US-based training and exchanges, including those pertaining to training policies and procedures.
- b. Maintains database of all US-based training and exchange participants.
- c. Develops statistical reports and other communications tools.
- d. Liaises with the Department of State Public Affairs Section (PAS) to ensure that USAID alumni are included in the PAS database and considered for alumni activities.
- e. Prepares correspondence on US-based training and exchanges for GOE ministries and agencies and appropriate offices of USAID/Egypt and USAID/Washington.
- f. Drafts responses to training and exchange inquiries and requests for technical assistance, ensuring timely responses and feedback.

Participates in re-entry conferences with training and exchange participants.

## POSITION ELEMENTS

- a. **Supervision Received:** The specialist is supervised by the Senior Higher Education Project Management Specialist. Minimal supervision is received by the specialist in the on-going execution of work. The Specialist has authority to act independently within USG and USAID guidelines and limitations. The Specialist will consult with the supervisor on difficult or unusual problems.
- b. **Supervision Exercised:** Supervision of other Mission staff is not contemplated.
- c. **Available Guidelines:** Relevant guidelines include the USAID Automated Directives System (ADS); USAID/Egypt Mission Orders on training and exchanges; USAID/Egypt Country Development Cooperation Strategy; manuals for USAID and Department of State systems and tools for processing US-based training and exchanges; and other strategy and project documents.
- d. **Exercise of Judgment:** The specialist must exercise independent professional judgment when interacting with GOE officials, students, Embassy staff, local implementing partners, and other stakeholders. Substantial reliance is placed upon the specialist's decision-making and professional judgment in advising Mission staff and implementing partners on US-based training and exchanges.
- e. **Authority to Make Commitments:** While the jobholder is not authorized to independently commit the USG to the expenditure of funds, because of their expertise and professional standing in his/her field, substantial weight will be given to his/her recommendations while commitments are made by those with the authority to do so.
- f. **Nature, Level, and Purpose of Contacts:** Contacts are maintained with all levels of USAID/Egypt and Department of State staff to support all aspects of US-based training and exchanges. Extensive and frequent contacts, both formal and informal, with mid- to high-level Egyptian public sector officials, and implementing partners to ensure compliant and timely implementation of US-based training and exchanges.
- g. **Time Expected to Reach Full Performance Level:** One year.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- 2. Supervisory relationship: The specialist is supervised by the Senior Higher Education Project Management Specialist

3. Supervisory controls: 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**

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

**Education:** A University level degree in Education, Business Administration, Social Sciences, or related field is required.

**Prior Work Experience:** Minimum of five years of progressively responsible project management experience or technical support for a public or private organization or administrative related field is required. At least three years of this experience should have been in development assistance, or related work for donor agencies, host government organizations or private sector institutions.

## **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 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.

- a. **Education:** A University level degree in Education, Business Administration, Social Sciences, or related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible project management experience or technical support for a public or private organization or administrative related field is required. At least three years of this experience should have been in development assistance, or related work for donor agencies, host government organizations or private sector institutions.
- c. **Post Entry Training:** Familiarization with mandatory USG and USAID policies, regulations, and guidance; and, USAID and Department of State systems and tools for processing US-based training and exchange. Ongoing professional development is required through completion of periodic seminars, on-the-job training, and online courses to expand knowledge and update skills and abilities relevant to US-based training and exchanges.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- a. **Language Proficiency:** Level IV (fluent) language proficiency, spoken and written, in both English and Arabic required.

- d. **Job Knowledge:** Thorough understanding of project management and technical assistance principles, concepts and practice in the development field. Familiarity with principles and strategies for adult learning.
- e. **Skills and Abilities:** All required: 1) Excellent organizational, interpersonal and communication skills to oversee the execution of US-based training and exchanges in coordination with all USAID/Egypt technical offices, Department of State colleagues, and a wide-range of implementing partners; 2) Ability to design and deliver training to diverse sets of adult learners; 3) Excellent analytical and problem-solving skills; 4) Capacity for handling large amounts of data; 5) High level of proficiency in Word and Excel and associated Google applications; 5) Innovative, flexible, and able to work under pressure; 6) Ability to take initiative and follow through on tasks requiring independent judgment; 7) Ability to work within a team context and establish and maintain productive working relationships with highest and working level officials throughout the Mission, Government of Egypt, and implementing partners.

Selection Factors	Scoring Percentage
Education/academic requirement	10%
Experience	20%
Language Proficiency	20%
Knowledge	20%
Skills & Abilities	30%
TOTAL	100%

\* As per details reflected under Qualifications above.

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

1. Eligible Offerors are required to:

Submit the following to USAID Human Resources Office email [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov), no later than COB of the vacancy deadline noted above:

- a. Submit **an up-to-date** Resume/CV that includes the **month, year,** and **company name** of employment for all experience.  
**If company name and work dates are not stated clearly, the experience cannot be considered.**
- b. **Names of family members working in the Mission** must be included in the application.
- c. **Submit and attach a cover letter** detailing how they are qualified for the position.
- d. Quoting the **vacancy number in the email subject line**.

Please note that:

- The **CV and cover letter attachment must not exceed five pages.**
- The USAID HR Office will **disregard any submissions not quoting the vacancy number in the email subject line** and/or **exceeding five**

**pages and/or those received after the deadline.**

- **Submissions made in any way other than the indicated clearly in the solicitation will be disregarded.**

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.

Employees new to a position must serve in the new position for a minimum of 6 (six) months before they can be considered eligible for another position within the mission, this includes moves between agencies. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgment of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match the highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap, or gender.

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

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.
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.

## **II. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**

The Mission currently provides:

- 1) Health Insurance Services.
- 2) Life/accident/disability insurance.
- 3) Semi-annual bonus.

2. **ALLOWANCES** (as applicable): N/A

**III. TAXES**

LES employees of the mission became liable for payment of income taxes on their salaries with the implementation of the new tax law effective July 1st, 2005. Payment of taxes is on biweekly basis.

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

USAID regulations and policies governing **CCN and 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/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)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_



1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD at Award
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD at Award
	- Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD at Award
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD	\$ _TBD

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](mailto:PSCOmbudsman@usaid.gov).