



SOLICITATION NUMBER: [CCN8/2023]

ISSUANCE DATE: 7/18/2023

CLOSING DATE/TIME: 8/8/2023

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,

Vivek Atluri
Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: CCN8/2023**
- 2. ISSUANCE DATE: 7/18/2023**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 8/8/2023** at 4:30 pm Cairo time.
- 4. POINT OF CONTACT:** USAID Human Resources Office, e-mail at usaidhr@usaid.gov
- 5. POSITION TITLE: Project Management Assistant - Health**

- 6. MARKET VALUE: USD15,300 – USD24,480. This is the Gross Annual salary before deducting taxes equivalent to FSN 9.**
"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.

- 7. PERIOD OF PERFORMANCE: One year with option to renew** estimated to start on February 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:”

Base Period	February 2024 – December 31, 2024
Option Period 1:	January 1, 2025 – December 31, 2025
Option Period 2:	January 1, 2026 – December 31, 2026
Option Period 3:	January 1, 2027 – December 31, 2027
Option Period 4:	January 1, 2028 – December 31, 2028

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

11. STATEMENT OF DUTIES

1. General statement of purpose of the contract

BASIC FUNCTION OF POSITION

USAID/Egypt's Health Office implements a \$93 million portfolio that addresses voluntary family planning, COVID-19, and global health security. The Project Management Assistant (PMA) leads the financial management of the Health Office's budget and is responsible for a broad range of activity development and management backstopping functions. The PMA also leads all monitoring, evaluation, and learning.

The PMA provides financial, programmatic, procedural, reporting, and monitoring and evaluation support to the Health Office. The Job Holder provides technical and administrative support to: maintain the Long Range Plan for the health portfolio budget; conduct pipeline analyses; process accruals; prepare procurement and activity modification documents; support Agreement Officer's Representatives (AORs) and Contracting Officer's Representatives (CORs) to report results; lead data quality assessments; support the creation and implementation of monitoring, evaluation, and learning plans; and consolidate information and data for drafting the annual Performance Plan and Report, the Operational Plan, and Portfolio Implementation Reviews. The PMA also serves as AOR or COR on small awards and health evaluations. The PMA is a Cooperating Country National who reports to the Senior Project Management Specialist. S/he builds important linkages between the Health Office and other technical and support offices within USAID. S/he uses strong teamwork skills to collaborate effectively with colleagues across the Mission. Further, the PMA backstops critical components of the office's work with implementing partners.

2. Statement of Duties to be Performed

MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

Project Management Support (40%)

- Provides operational, administrative, and logistical support to the Health Office.
- Leads administrative actions for the management of Health activities. Drafts environmental impact assessments, action memorandums, justifications for less than full and open competition, modifications, and routine implementation letters.
- Consolidates, documents, and tracks programmatic and procurement planning in consultation with AORs/CORs.
- Develops and maintains electronic and paper filing systems for technical activities, and regularly files updates on activity progress and performance.
- Monitors implementing partner management of and annual reporting on government-furnished property. Verifies the return or disposition at contract close-out.
- Takes meeting notes to document discussions and next steps and keeps abreast of activity progress.
- Acquires clearances on financial and procurement documents from staff at all levels of USAID/Egypt.
- Keeps a record of all activity-related correspondence and ensures that office staff, AORs/CORs, and Activity Managers respond in a timely manner.

Financial Management and Budgeting Support (30%)

- Ensures the health portfolio budget meets agency requirements, including documentation, forward funding compliance, and adherence to earmarks, initiatives, directives, and budget guidelines. Maintains the Long Range Plan for the health portfolio budget.
- Advises the Health Office on budgeting and regulations on the use of USAID funds by source, type, and duration.
- Initiates and implements financial and procurement actions, including requesting funds on the Global Acquisition and Assistance System (GLAAS) and the Field Support Database (FS-AID), developing quarterly accruals and semi-annual 1311 reports, developing pipeline reports for Portfolio Implementation Reviews, and reviewing all data to ensure consistency and accuracy.
- Develops and/or edits obligation documents, action memos, waivers and other documents for budget decisions.
- Identifies and assists with correcting errors, such as information recorded in the Phoenix financial tracking system.
- Tracks and determines appropriate timing for obligations and sub-obligations by regularly analyzing the office's pipeline.

Monitoring, Evaluation, and Learning (30%)

- Serves as AOR/COR on health evaluations and other small activities.
- Leads the design, procurement, and management of health evaluations to measure activity and development-objective level results and advance the office's learning agenda.
- Supports Health Office staff to define measurable indicators and targets for health activities. Ensures all required indicators have appropriate targets and that implementing partners collect and report on required data.
- Reviews, edits, and provides feedback on quarterly, semi-annual, and annual performance reports.
- Provides guidance and support to implementing partners to develop and implement activity Monitoring, Evaluation, and Learning Plans and annual reporting.
- Consolidates, organizes, and prepares information and data to include in reports, including the annual Performance Plan and Report, Operational Plans, and the annual Portfolio Review.
- Updates and maintains the Health Office's Performance Indicator Tracking Table to monitor reporting on standard indicators.
- Conducts data quality assessments.
- Regularly collects, monitors, and interprets performance data to strengthen activities.
- Prepares status reports and provides information on progress in achieving outputs, objectives, and results for Office activities.
- Ensures implementation of the Health Office portions of the Mission Performance Management Plan (PMP).

POSITION ELEMENTS

a. Supervision Received: The Senior Project Management Specialist supervises the Job Holder. The immediate supervisor provides guidance and mentoring on technical and managerial performance. The supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with situations that do not have clear precedents. The employee plans

and carries out the successive steps and handles problems and deviations according to instructions, policies, previous training or accepted practice.

b. Supervision Exercised: This is not a supervisory position.

c. Available Guidelines: Guidance includes the Automated Directives System (ADS), Mission Orders, Mission Notices, USG procurement regulations, and USAID and USG program strategy and policy documents. Oral guidance from the immediate supervisor and specific detailed instructions will be given when necessary for carrying out unique assignments. Many guidelines are general in nature and not specific to the situation at hand; in situations where considerable interpretation is required, the Assistant will coordinate with appropriate superiors.

d. Exercise of Judgment: Exercise independent judgment in task prioritization, completing tasks, and bringing program and administrative issues to the attention of leadership. The Job Holder takes action and establishes priorities based on available guidelines and practical judgment, but seeks guidance when needed. The Job Holder follows USAID Employee Standards of Conduct.

e. Authority to Make Commitments: Within the limits of training and experience, the Job Holder exercises authority and discretion given to all USAID Activity Managers and COR/AORs, and may make administrative arrangements consistent with Mission policy.

f. Nature, Level, and Purpose of Contacts: The job holder works closely with Health Office colleagues and Mission colleagues, including the Program Office, the Office of Finance Management, the Office of Acquisition and Assistance, and other technical offices. S/he maintains contact with the implementing partners of USAID-funded health activities. The job holder coordinates planning and reporting with USAID/Washington, other Mission offices, and USAID implementing partners.

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.

3. Supervisory relationship: The Senior Project Management Specialist supervises the Job Holder.
4. Supervisory controls: This is not a supervisory position.

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.

a. Education: Completion of secondary school and a minimum of two (2) years of college/university study is required.

b. Prior Work Experience: Minimum five years of professional experience as an administrative assistant or technical support officer for a public or private organization 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>

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: Completion of secondary school and a minimum of two (2) years of college/university study is required.

b. Prior Work Experience: Minimum five years of professional experience as an administrative assistant or technical support officer for a public or private organization is required.

c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods, and an orientation to working from a donor-Agency perspective will be provided. On-the-job training on USAID and USG health program policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and other planning and reporting databases will be provided. Formal COR/AOR training and/or other training courses will be offered subject to course offerings and the availability of funds. 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.

d. Language Proficiency: Level 4 (fluent) language proficiency in reading, writing, and speaking both English and Arabic required.

e. Job Knowledge: Thorough knowledge of development assistance principles, techniques, and practices, including budget practice and procedures, activity monitoring, and activity management is required. Must have thorough knowledge and understanding of the economic,

political, social, and cultural characteristics of Egypt development challenges and opportunities.

f. Skills and Abilities: Must have:

- Ability to carry out duties independently and proactively at a high level, with minimal supervision.
- Excellent analytical, technical and activity management skills to review and provide substantive feedback on concept papers, proposals, program descriptions, performance reports, and other technical and programmatic documents.
- Financial management, budgeting, and monitoring, evaluation, and learning skills.
- Critical thinking skills and problem-solving capabilities to recommend improvements to activity performance and apply complex regulations, policies, and procedures.
- Excellent time management and multitasking skills, including the ability to plan annually.
- Detail-oriented with strong organizational skills.
- Ability to communicate in clear written and oral forms.
- Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others.
- Ability to guide and indirectly oversee or coordinate tasks performed by colleagues and lower-level employees. such as administrative assistants and support office colleagues.
- Advanced interpersonal skills to manage teamwork and interactions with other USAID offices, USG agencies, and implementing partners.
- Ability to promote a safe, respectful, and inclusive work environment in line with diversity, equity, inclusion, and accessibility principles and the Mission’s Leadership Behavior Charter.

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, 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.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

VI. BENEFITS AND ALLOWANCES

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

a. **BENEFITS:**

The Mission currently provides:

- 1) Health Insurance Services.
 - 2) Life/accident/disability insurance.
 - 3) Semi-annual bonus.
- b. **ALLOWANCES (as applicable):** N/A

VII. 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.

VIII. 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
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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	Jun 2023
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