



SOLICITATION NUMBER: 72049724R10006
ISSUANCE DATE: March 7, 2024
CLOSING DATE/TIME: March 22, 2024
4:00 p.m., Jakarta time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – *Local Compensation Plan*) Administrative Assistant, FSN-7 (Full Performance Level)

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 this 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 as specified in Attachment 1.

We thank you for your time and interest.

Sincerely,

Sean Mendoza
Supervisory Executive Officer
USAID /Indonesia

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO:** 72049724R10006
2. **ISSUANCE DATE:** March 7, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 22, 2024, 4:00 p.m. Jakarta time
4. **POINT OF CONTACT:** Sean Mendoza, Supervisory Executive Officer via jakarta-usaid-recruitment@usaid.gov.
5. **POSITION TITLE:** Administrative Assistant
6. **NUMBER OF VACANCY:** 1 (one) position
7. **MARKET VALUE:** IDR 147,994,563 per annum - equivalent to FSN-7
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Indonesia. Final compensation will be negotiated within the listed market value.
8. **PERIOD OF PERFORMANCE:** 5-years contract period, renewable (Indefinite – type position). The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.
9. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** Bi-Mission U.S. Embassy/U.S. ASEAN Indonesia Employee only (Indonesian citizens)
11. **SECURITY LEVEL REQUIRED:** Employment Authorization is required as a pre-condition for employment.

12. **STATEMENT OF DUTIES**1. **General Statement of Purpose of The Contract**

The Administrative Assistant 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.

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. **25%**
- 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. **25%**

- 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. **25%**
- 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. **25%**

3. Position Elements

- a) **Supervisory Received:** The Administrative Assistant receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.
- b) **Supervisory Exercised:** Full supervision of other Mission staff is not contemplated.

13. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened for eligibility in accordance with the qualification criteria below. Offerors must address each criterion in their offer to meet the below minimum qualifications for this position.

- 1. Education:** Two or more 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, is required.

Note: Supporting documentation (i.e. copy of bachelor's degree must be included in the application for eligibility purposes).

- 2. 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 is required.

- 3. Language:** 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 Contracting Officer (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.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements maybe further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range maybe established of the highest-ranked offerors, who maybe further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations maybe conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors maybe interviewed either in person or virtually at USAID's discretion.

Offerors will be evaluated and ranked based on the following selection criteria **to a maximum score of 100 points**:

1. Education (10 Points):

Two or more 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, is required.

2. Prior Work Experience (25 Points):

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 is required.

3. Language Proficiency (15 Points):

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

4. Job Knowledge (25 Points):

The Administrative Assistant should be familiar, or able 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. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

5. Skills and Abilities (25 Points):

The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following document:
 - a) A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements.

- b) A completed and signed Form DS-174 which is available at https://www.usaid.gov/sites/default/files/2023-11/ds174_2025_0.pdf; Continuous pages are required if your work experience description goes beyond Section-4.
- c) A curriculum vitae which, at a minimum, describes education, latest experience, and career achievements.
- d) Names as well as current and accurate contact information (email and phone) of three professional references that have knowledge of the offeror's abilities to perform the duties set forth in this solicitation.
- e) Related document(s) to support offeror's qualifications, such as educational certificate(s) (diploma(s) or degree(s)), as per requirement stated in Section II above.

Failure to provide the required documentation will result in removal from further consideration.

- 2. Offeror submissions must clearly reference the Solicitation Number **72049724R10006** on all offeror submitted documents.
- 3. Mailing Address:

The above documents should be sent to the attention of Sean Mendoza, Supervisory Executive Officer, via jakarta-usaid-recruitment@usaid.gov. Subject: **Solicitation Number: 72049724R10006 – Administrative Assistant, FSN-7 (Full Performance Level)**.

- 4. Offers must be sent to the point of contact, as well as received by the closing date and time of this solicitation as specified in Section I. General Information.

Please be advised that the U.S. Government shall not be responsible for incomplete, corrupted, or missing information in electronic offeror submissions. These electronic offeror submissions may not be accepted. USAID will only confirm receipt and print out the electronic offeror submission received. USAID will not ensure quality or completeness of electronic files attached to emails. The offeror assumes all risk related to their electronic submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

USAID will provide further instructions on how to complete and submit necessary documents or information to process a background/security investigation and pre-employment medical check-up after an offeror is selected for the contract award.

The selected candidate for employment with the US Mission must pass a background/ security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.

VI. BENEFIT AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Indonesia Mission Policy, which may include annual bonus, Contribution toward Health Insurance, Annual and Sick Leave, Holidays and Administrative Leave, Premium Pay, Contribution toward Local Retirement Plan.

Additional information may be provided to the selected offeror.

VII. TAXES

The U.S. Mission does not withhold money from Indonesian CCN salaries for payment of Indonesian income taxes. It is the Indonesian CCN's responsibility to personally meet her/his obligation in this respect.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC and TCNPSC** 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 below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	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>		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. Leave and Holidays (OCT 1987) [Deviation (DEC 2020)]

(a) Annual leave. The contractor may accrue, accumulate, use and be paid for annual leave in accordance with the local compensation plan. The contractor will not be eligible to accrue annual leave if the contract is for less than 90 calendar days. The contractor may carry over unused annual leave under an extension or renewal of this contract if it conforms with Mission policy and practice. With the approval of the Mission Director, and if the circumstances warrant, a contractor may be granted advance annual leave in excess of that accrued, but in no case will a contractor be granted advance annual leave in excess of the amount the contractor would accrue during the remainder of the period of performance. The contractor agrees to reimburse USAID for leave used in excess of the amount accrued during the contractor's period of performance under this contract.

(b) Sick Leave. The contractor may accrue, accumulate, and use sick leave in accordance with the local compensation plan. The contractor may carry over the unused sick leave under an extension of this contract. The contractor will not be paid for sick leave accrued but unused at the completion of this contract.

(c) Holidays and Administrative Leave. The contractor will be entitled to all holidays and administrative leave granted by the Mission to local staff.

(d) Leave Without Pay (LWOP). The contractor may be granted LWOP only with the written approval of the contracting officer or Mission Director.

(e) Compensatory Time. The contractor may be entitled to compensatory time off in accordance with the local compensation plan and Mission policies for approval of such time off. The contractor may use earned compensatory time off in accordance with the local compensation plan.

[End of clause]

5. **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>.

6. **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.

7. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A <u>BYTEDANCE COVERED</u> <u>APPLICATION</u>	JUNE 2023
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USAID DEIA Commitment

USAID envisions a world where all individuals are valued, have equitable access to opportunities, and are included, respected, and safe in their societies. USAID embraces diversity as outlined in USAID's EEO Statement. We seek to elevate and include the voices of the USAID workforce, recognizing and valuing the unique contributions of all stakeholders. USAID also strives to improve equity for underrepresented communities that have historically been denied fair and just treatment and improve accessibility in all facets at USAID.

EEO Policy Statement

The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

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