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
(affiliate)

Vivek Atluri
Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: CCN17/2024

2. ISSUANCE DATE: 3/31/2024

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 4/21/2024 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 (Women Empowerment) - ODG

6. MARKET VALUE: USD 15,606 – USD 24,966 *
   *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 in October 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:

<table>
<thead>
<tr>
<th>Base Period</th>
<th>October 2024 – December 31, 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option Period 1:</td>
<td>January 1, 2025 – December 31, 2025</td>
</tr>
<tr>
<td>Option Period 2:</td>
<td>January 1, 2026 – December 31, 2026</td>
</tr>
<tr>
<td>Option Period 3:</td>
<td>January 1, 2027 – December 31, 2027</td>
</tr>
<tr>
<td>Option Period 4:</td>
<td>January 1, 2028 – December 31, 2028</td>
</tr>
</tbody>
</table>

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**

USAID/Egypt’s Office of Democracy and Governance (ODG) implements a complex portfolio worth approximately $120 million in contracts, cooperative agreements and grants designed to support the rule of law, protect human rights, combat corruption, strengthen civil society and enhance local governance and political processes, and tracks spending across one bilateral agreement and relevant fiscal years of funding.

The Project Management Assistant (PMA) is responsible for the total budget analysis of the women’s empowerment portfolio worth approximately $62 million and leads a broad range of activity development and management backstopping functions within this fast-paced office. ODG’s politically sensitive portfolio receives significant scrutiny and has been financially subject to auditing over the years. It requires a highly skilled manager to oversee budget compliance and respond to audit requests.

The PMA will support Agreement Officer Representatives/Contracting Officer Representatives (AOR/COR) and Activity Managers responsible for substantive governance and anti-corruption programs/projects/activities within ODG. The PMA may also have AOR/COR responsibilities for specific activities and small awards. S/he will support the financial, programmatic, monitoring, and reporting aspects of ODG portfolio management. Using knowledge of USAID policies and procedures, and information and guidance provided by senior staff, the Job Holder will provide technical and administrative support, performing such tasks as: maintaining Long Range Plans for the technical sub-team; tracking budgets for implementation mechanisms and personnel; conducting pipeline analyses and overseeing accruals; preparing procurements and modification documents; supporting activity managers in results reporting and data quality documentation; and supporting ODG management in the creation and updating of Performance Implementation Reviews and Operational Plans.

The PMA provides financial and procedural support to ODG’s entire women’s empowerment portfolio, which includes cooperative agreements. The Job Holder must have a thorough understanding of financial management, program management, and monitoring and evaluation. S/he must demonstrate strong analytical capabilities, be able to make independent decisions, and act as required with minimum supervision. The Job Holder must be able to guide and indirectly supervise or coordinate specific tasks performed by lower-level employees.

The PMA is a Foreign Service National who reports to the Senior Women’s Empowerment Advisor and functions under the general supervision of the Director of the Office of Democracy and Governance. S/he provides important linkages between ODG’s 11 technical and administrative staff as well as other technical and support offices within USAID. Further, the PMA backstops crucial components of ODG’s work with implementing partners, host
government, and international donor organizations in the localization and social protection sectors.

2. **Statement of Duties to be Performed**

1. **Project Management 50%**
a. The PMA shall support office leadership and other AOR/CORs in the governance and anti-corruption areas. In consultation with AOR/CORs, the Job Holder will consolidate, document, and track programmatic, procurement planning and financial information including budgets, accruals, evaluations, and audit requirements. S/he will assist in the identification and correction of any problems noted, such as information recorded in the PHOENIX financial tracking system. Drawing on knowledge from all ODG activities, the PMA will support the drafting of Mission-wide risk management documents under the Office Director’s supervision.
b. The Job Holder may be an AOR/COR for specific activities under the existing portfolio. As such, the PMA will be responsible for independent site visits, monitoring, and reporting as well as being delegated alternate AOR/COR signatory for clearance of implementing partner vouchers. The PMA will undertake administrative actions related to activity management including modifications and budgets, and routine implementation letters.
c. The Job Holder shall also liaise with the Monitoring and Evaluation Specialist to consolidate, organize, and prepare information and data to include in performance monitoring reports, Development Objective-level results reports (Performance Indicators, Operational Plan, etc.), and any other types of required reporting.
d. The Job Holder will work across the women’s empowerment team and in close collaboration with the Monitoring and Evaluation Specialist to update the Performance Indicator Tracking Table and ensure that indicator data, data quality assessment, and budget information is accurately reported in a timely manner.

2. **Financial Management 25%**
a. The PMA is the primary financial manager of all technical activities within the women’s empowerment portfolio. The Job Holder shall maintain Long Range Plans for the team and will meet regularly with ODG leadership along with the Office of Financial Management and Program Office to guarantee projections are accurately aligned with Mission forecasts and records.
b. The Job Holder shall work closely with the Office of Financial Management to ensure all modifications are within Forward Funding guidelines and shall track spending against Congressional requirements. S/he shall collaborate with the Office of Financial Management to create and disseminate regular reports on procurement and pipeline of ODG activities. This includes an in-depth analysis of pipeline issues for the portfolio programs and high-level budget briefings for Mission leadership. S/he shall review activity expense vouchers and provide advice to submitters to adjust and/or correct where necessary. S/he shall compare and ensure consistency of expenses with the activity budget and previous expenditures. The Job Holder shall regularly update the financial commitment schedule to track funds needed for each activity and facilitate startup and closeout of activities according to ODG priorities, timelines, Mission Orders and Agency policies.
c. Additional financial and procurement related tasks and responsibilities include: initiating and implementing procurement actions, and requesting funds on Global Acquisition and Assistance System (GLAAS) and the Field Support Database (FS-AID); drafting IGCSEs for new awards;
developing quarterly accruals and semi-annual 1311 reports; developing pipeline reports for Portfolio Implementation Reviews (PIRs) and reviewing all data to ensure consistency and accuracy.

d. The Job Holder shall track and determine appropriate timing for obligations and sub-obligations and will be responsible for tracking and analyzing the ODG pipeline on a regular basis. The PMA also oversees the development and maintenance of electronic and paper filing systems for technical activities, and regularly files updates on activity progress/performance, financial/voucher tracking tools, and all other documentation required to monitor, evaluate, or amend activities according to records management and Agency policy protocols.

3. Communications 25%

a. The PMA shall maintain contact with external stakeholders to share or obtain relevant information or advise necessary actions regarding activity objectives. S/he will accompany ODG staff, CORs/AORs or Activity Managers in meetings with counterpart officials, implementing partners, and other USAID office colleagues.

b. S/he will work closely with the ODG Communication Specialist in drafting weekly bullets for the Front Office and BCLs for site visits and events. S/he will be the focal point for drafting social media announcements and will coordinate with the DOC Office accordingly. S/he will draft talking points and remarks for high-profile public events.

c. The Job Holder shall take meeting notes/minutes to document discussions and next steps and keep abreast of activity progress. S/he will assist the ODG team members in following up on important and time-sensitive issues with GOE counterparts and implementing partners and drafts correspondence and reports regarding assigned duties and responsibilities.

d. S/he shall keep a record of all activity-related correspondence and ensure that ODG staff, CORs/AORs or Activity Managers respond in a timely manner.

POSITION ELEMENTS:

a. Supervision Received: The Project Management Assistant works under the direct supervision of the Project Management Specialist. The Project Management Assistant is expected to take initiative in setting priorities and in accomplishing all assigned work.

b. Supervision Exercised: Supervision of other staff is not contemplated.

c. Available Guidelines: Available guidelines include USAID’s Automated Directive System (ADS), Mission Orders, Mission Notices, the AIDAR and FAR, USAID and USG program strategy and policy documents, the Operational Plan and the Mission Performance Plan (MPP).

d. Exercise of Judgment: Considerable judgment is used daily in representing ODG to Mission staff, GOE officials and contractors and grantees. Exercises independent judgment in management of assigned small grants, for reporting, and for managing diverse project management, budget and communications.

e. Authority to Make Commitments: No authority to commit USG funds. After training, as a C/AOR, the job holder would be delegated the authority for project management of assigned small grants.

f. Nature, Level, and Purpose of Contacts: Maintains contacts with USAID mission staff at all levels, senior contractor and grantee staff, Egyptian Government officials and other donors to gather and provide information and to follow up on required actions. Transfers factual information internally on project performance and financial status to USAID/Egypt Office Directors. Transfers detailed explanations regarding USAID priorities and processes to external Program Staff of
implementing partners (including Egyptian and international experts from UN Organizations) as well as Government of Egypt counterparts.
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.

Post Entry Training: Training in USAID-specific processes as well as for certification as a Contracting or Agreement Officer’s representative. Job holder must complete Acquisition & Assistance Management for CORs/AORs (A&A 104) (10 days) for COR/AOR certification, Project Design and Management (10 days), and training in overall USAID procedures and mechanisms including: Phoenix Accruals training (online), Records management training (online), and Global Acquisition and Assistance System (GLAAS) (5 days). Also required are core democracy and governance courses including DRG Essentials (5 days), Political Economy Analysis (5 days), and online courses including Gender-Based Violence Concepts and Considerations, Exploring Internet Freedom, Counter Trafficking in Persons, and Inclusive Development. 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 procurement, monitoring and evaluation, and democratic development in general and Trafficking in Persons specifically.

3. **Supervisory relationship:** The Project Management Assistant works under the direct supervision of the Project Management Specialist.

4. **Supervisory controls:** The supervision of other staff is not contemplated.

12. **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.

a. **Education:** Minimum of two years College or University studies are required.

b. **Prior Work Experience:** A minimum of three years’ experience providing project, administrative, or secretarial support are required.

**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.

**Prior Work Experience:** A minimum of three years’ experience providing project management support are required.

**Language Proficiency:** Level IV fluency in both oral and written English and Arabic is required.

**Job Knowledge:** A thorough knowledge of standard office procedures and a basic understanding of development are required. Knowledge of USAID project implementation procedures is highly desirable. Knowledge of financial data management and presentation, as well as project design requirements, are highly desirable. Familiarity with USAID grant procedures is preferred. A detailed knowledge of the status of democracy, governance, gender, and human rights in Egypt and the Government of Egypt’s development priorities. This includes detailed knowledge of sub-specialties including women’s economic and social empowerment programming.

A comprehensive understanding of the history, current political, economic, social, key figures, and policies of the Egyptian Government. This includes a detailed knowledge of Egypt’s internal political situation, national development challenges and prospects, geography, and national development indicators.

**Skills and Abilities:** The ability to operate PCs, scanners, faxes and duplication machines is required. Excellent skill in using MS software including Word, Outlook, Excel and PowerPoint is required, and excellent skill in using other software programs is highly desirable. Good organizational and analytical skills are required, including to collect and analyze financial and project implementation data and to develop accurate reports, tables, charts and graphs. Good interpersonal skills, tact and courtesy are required in dealing with Mission staff, GOE officials and contractors and grantees. Considerable tact, communication skills, financial skills, analytical ability, initiative, resourcefulness, and project management skills to effectively manage grants.

<table>
<thead>
<tr>
<th>Selection Factors</th>
<th>Scoring Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>35</td>
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<tr>
<td>Language Proficiency</td>
<td>10</td>
</tr>
<tr>
<td>Knowledge</td>
<td>25</td>
</tr>
<tr>
<td>Skills &amp; Abilities</td>
<td>30</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

* As per details reflected under Qualifications above.
III. SUBMITTING AN OFFER (APPLYING)

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 company name, position title, month, and year of employment for all experience AND a cover letter detailing how they are qualified for the position.
      - The CV and cover letter attachment must not exceed five pages.
      - Names of family members working in the Mission must be included in the Resume/CV.
   b. Quoting the vacancy number in the email subject line.
   c. Include at least three references in the Resume/CV.

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.

The USAID HR Office will disregard any submissions made in any way other than the indicated above.

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.
IV. 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.

V. 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

VI. 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.

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:


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

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ _TBD</td>
<td><em>$TBD at Award after negotiations with Contractor</em></td>
</tr>
<tr>
<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ _TBD</td>
<td>_$TBD at Award</td>
</tr>
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<td>2001</td>
<td>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</td>
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<td>$ _TBD</td>
<td>_$TBD at Award</td>
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<td>LOT</td>
<td>$ _TBD</td>
<td>_$TBD at Award</td>
</tr>
<tr>
<td>4001</td>
<td>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$ _TBD</td>
<td>_$TBD</td>
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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](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 |