



SOLICITATION NUMBER: 72038824R10005

ISSUANCE DATE: April 4, 2024
CLOSINGDATE/TIME: April 25, 2024; 04:30PM

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Acquisition and Assistance Specialist (ladder position), FSN – 9, 10, 11

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
Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038824R10005
2. **ISSUANCE DATE:** April 4, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 25 at 4:30 pm local time in Dhaka, Bangladesh.
4. **POINT OF CONTACT:** Kafia Khan, email at kafkhan@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:** Acquisition and Assistance Specialist (ladder position), FSN – 9, 10, 11
6. **NUMBER OF VACANCIES:** Multiple positions.
7. **MARKET VALUE:** The full performance level of this position is FSN-11, 40 hours equivalent (TK. 3,222,276.00 – TK. 5,873,711.00 per annum). However, if USAID’s evaluation does not result in an award at the full performance level, USAID may make an award to a selected CCN qualified at the closest next lower level, with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to FSN- 9, which is between TK. 2,062,518 – TK. 3,705,006 and the intermediate level of this position is equivalent to FSN-10, which is between TK. 2,631,782 – TK. 4,751,778.

In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

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:

The Acquisition and Assistance Specialist is located in the Office/Regional Office of Acquisition and Assistance, USAID/Bangladesh. The function of the Office is to provide Acquisition and Assistance (A&A, procurement) support to Technical Offices and to Development Objective (DO) Teams in the Mission and in any Regional Offices that may be supported by the Mission. The incumbent occupying this position will have demonstrated their abilities in successful accomplishment of procurement activities, and will be able to perform all basic requirements as included in the position description of an FSN-10, along with those additional duties listed in this position description. These activities include, but are not limited to, review and recommendation for change, or approval or revision of Scopes of Work (SOWs)/Program Descriptions (PDs), Statement of Objectives, Notice of Funding Opportunities/Request for Proposals, and Purchase Orders;

perform complex cost and price analysis; analyze proposals/applications and/or quotes received; review contracts/assistance and modifications; analyze contractor/recipient-proposed budgets; recommend revisions to various contract/assistance provisions; write Memoranda of Negotiation; and, prepare other required documentation. The Specialist will be required to ensure that up-to-date award files, reviews and assesses Contract Performance Assessment Reporting System (CPARS) reports and supports award closeouts. As required, the Specialist provides guidance to client Missions in the Region on related administrative award modifications. The Specialist is required to carry out day-to-day procurement activities in an independent manner, and exercises the judgment appropriate for an experienced procurement professional.

At the entry level, FSN-9, the CCNPSC will perform the following general duties:

a. The A&A Specialist (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/Bangladesh Technical Offices, and DO Teams, and any designated Regional clients if assigned. USAID programs are diverse and multi-sectoral. The Specialist (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices (including Program, Financial and EXO as necessary), and/or DO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through the many complex Government contracting and assistance mechanisms that are designed and executed in OAA, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source/limited competitive awards. The Specialist (Trainee) is required to become familiar with the full range of USAID procurement instruments during their training.

b. The Specialist (Trainee) is assigned work in such a manner as to learn the basis for independent selection of appropriate procurement instrument types based on situational need, and how to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the position provides exposure to the acquisition of goods and various types of services. The A&A Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The A&A Specialist (Trainee) is expected to work with more experienced Specialists and Officers, and with technical specialists/activity managers in DO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

Pre-Award Duties – The A&A Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before sending them to higher-level Specialists/Officers. The Specialist (Trainee) prepares solicitation documents in GLAAS, and posts all required procurements on Government Wide sites (Fed Biz Ops, Grants.gov). They also learn to ensure compliance with all Federal requirements and Agency policy, including FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The Specialist (Trainee) prepares Requests for Proposal and Notice of Funding Opportunities and other pre-award activities for competitive/non-competitive solicitations, including pre-award assessment surveys of potential contractors or recipients.

Post-Award Duties – The A&A Specialist (Trainee) - assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist (Trainee) manages the assigned developmental portfolio under guidance, assuring that funding is made available when required, and works with DO Teams/CORs/AORs to assure targets/milestones that have been set are being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the A&A Specialist (Trainee) - conducts site visits and attends meetings. The A&A Specialist (Trainee) provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, and seeks guidance from the wider OAA team as needed. The Specialist (Trainee) assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost

overruns, unacceptable performance, and payment problems.

d. The A&A Specialist (Trainee) - assists in the conduct of closeouts of contracts, grants, and cooperative agreements, etc. after award completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

At the intermediate level, FSN-10 , the CCNPSC will perform the following general duties:

a. The Specialist (Adv. Trainee) is responsible for program/project/activity acquisition and assistance support for USAID/Bangladesh Technical Offices, DO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide acquisition assistance to designated Technical Offices and/or DO/AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and assistance mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source/limited competitive awards.

b. The Specialist (Adv. Trainee) is expected and required to select the appropriate procurement instrument type for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The Specialist must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Adv. Trainee) is expected to work with technical specialists/activity managers in Technical and Program Offices and DO Teams throughout the Mission and the Region, assisting in the preparation of annual procurement plans, the development of clear and concise statements of work/program descriptions, and full supporting documentation. The Specialist must be able to provide authoritative technical guidance to technical specialists/activity managers, pertaining to their procurement-related responsibilities and procedures. Specific duties include but are not limited to:

Pre-Award Duties – The Specialist (Adv. Trainee) assists technical DO Team personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives; assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions; prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations and, reviews GLAAS Requisitions for completeness and clarity. The Specialist advises on the adequacy of evaluation criteria, proposed contracting/assistance mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, the Specialist evaluates and analyzes bids and proposals/applications, ensuring compliance with evaluation criteria. The Specialist assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Agreement Officer and/or his/her designee, technical personnel, and others; recommends the competitive range, and negotiates with potential awardees; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected implementor and prepares award files, to include making required certifications and determinations necessary for each procurement action: and, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties – The Specialist (Adv. Trainee) monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports; manages the assigned portfolio; assures that funding is available when required; and, works with DO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met; conducts site visits and attends meetings; and, provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The Specialist assists the CO/AO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

The Specialist (Adv. Trainee) conducts closeouts of contracts, grants, and cooperative agreements after completion; closeouts include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

At the full performance level, FSN-11, the CCNPSC will perform the following general duties:

a. The Specialist provides procurement planning advice and guidance to USAID/Bangladesh Technical Offices, DO and/or other clients, and any designated Regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or assistance instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services, analyzes requirements, and advises the technical offices on procurement approach. If SOWs/PDs, SOOs, NOFOs/RFPs, or other program documentation are incomplete, the Specialist works with the technical/client office to amend the requirement and provides solid counsel. If the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, USG/OMB policies, the Specialist ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete, recommending revisions needed. The Specialist reviews the SOWs/PDs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal/application submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. Pre-Award duties: The Specialist evaluates applications/proposals and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each application/proposal; guides DO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals/applications and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting/Agreement Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals/Applications, and prepares appropriate contract or assistance instruments for award; coordinates the last stages of selection with DO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and

universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting/Agreement Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. Post Award duties: The Specialist monitors contractor/recipient performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting/Agreement Officer for signature. The Specialist reviews completed (after full performance) award files to determine that all contractual/assistance actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the award is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

f. The Specialist provides guidance and mentoring to more junior staff on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

g. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

A. SUPERVISORY RELATIONSHIP

Works under the general supervision of the Contracting/Agreement Officer and/or his/her designee who makes assignments in terms of the broad range of procurement actions the incumbent will perform.

B. SUPERVISORY CONTROLS

Full supervision of other USAID staff is not contemplated.

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:

Entry Performance Level, FSN-9: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in a relevant field, including, but not limited to, accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB:

Additional education may NOT be substituted for Experience.

Intermediate Performance Level, FSN- 10: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in a relevant field, including, but not limited to, accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional experience may NOT be substituted for Education.

Full Performance Level, FSN-11: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in a relevant field, including, but not limited to accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional experience may NOT be substituted for Education.

Prior work Experience:

Entry Performance Level, FSN-9: Three (3) or more years of progressively responsible experience in acquisition and assistance, development assistance work/organization, or same number of years in a closely related field is required. One (1) year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or an international or donor organization. This work experience must have been performed in an English-language work environment. NB: Additional experience may NOT be substituted for Education.

Intermediate Performance Level, FSN- 10: Four (4) or more years of progressively responsible experience in acquisition and assistance, development assistance work/organization, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one (1) year of this experience must have been gained working in a USAID Contracting/Acquisition and Assistance Office at no less than the next lower, FSN-9, grade level. NB: Additional education may NOT be substituted for Experience.

Full Performance Level, FSN-11: Five (5) or more or progressively responsible work in acquisition and assistance, development assistance work/organization, or closely related field is required. As this position is part of a recognized and established career ladder, a minimum of two (2) years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one (1) year at no less than the next lower, FSN-10, grade level. NB: Additional education may NOT be substituted for Experience.

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>.

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.

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.

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

Job Knowledge:

Entry Performance Level, FSN-9: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

Intermediate Performance Level, FSN- 10: Knowledge of public and/or private-sector business processes is required. At this level, demonstrated knowledge of US Federal and USAID Acquisition Regulations, as well as knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required.

Full Performance Level, FSN-11: Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract/assistance types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.

Skills and Abilities:

Entry Performance Level, FSN-9: The potential to acquire the ability to plan and administer acquisition activities, provide acquisition assistance and support independently for Agency programs and projects in a timely manner is required. An ability to deal effectively with representatives of the US government and the local business community, along with colleagues in USAID Missions and/or host governments as needed is required. Proficient skills in the use of Microsoft Office Suite (Excel, Word, and PowerPoint) are required.

Good analytical, negotiating, and time management skills, along with strong attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes. The A&A Specialist (Trainee) must demonstrate continual growth in the ability to work independently, and exercise proper judgment regarding procurement processes and procedures.

Intermediate Performance Level, FSN- 10: The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with representatives of the US government and the local business community and with colleagues in USAID Missions and/or host governments throughout the Region is required. Proficient skills in the use of Microsoft Office Suite (Excel, Word, and PowerPoint) are required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes. The A&A Specialist – Advanced Trainee must demonstrate continual growth in the ability to work independently, and exercise proper judgment regarding procurement processes and procedures.

Full Performance Level, FSN-11: Proper time management, as demonstrated through the ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with representatives of the US and local business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Proficient skills in the use of Microsoft Office Suite (Excel, Word, and PowerPoint) are required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

Candidates will be scored as follows:

Descending order of importance:

Interview performance (75 points): To be based on the Evaluation Factors listed above

Written evaluation (25 points): To be based on the Evaluation Factors listed above

Total points: 100 points.

Reference check (pass/fail)

Selection process: After closing date for receipt of applications, EXO/HR will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to the unsuccessful applicants.

As a part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed at USAID's discretion. USAID will not pay for any expenses associated with the interview. Although the interview and written evaluation will make up the candidate's final score, the committee will consider all facts pertaining to a candidate's suitability for the position, including their CV, in order to finalize their selection.

Professional reference checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. References may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for this position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

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
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.

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.