



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038824R10006

ISSUANCE DATE: April 18, 2024
CLOSING DATE/TIME: May 16, 2024; 04:30PM

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC)
– Project Management Assistant (Project Management Support), FSN – 9

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 Digitally signed by Mark
Gray
Date: 2024.04.08
15:15:29 +06'00'

Mark Gray
Supervisory Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038824R10006
2. **ISSUANCE DATE:** April 18, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 16, 2024 at 4:30 pm local time in Dhaka, Bangladesh.
4. **POINT OF CONTACT:** Abdul Kayum, email at akayum@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:** Project Management Assistant (Project Management Support), FSN – 9
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** FSN-9, 40 hours equivalent (TK. 2,062,518.00 – TK. 3,705,006.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.
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 National are eligible to apply.
11. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.

12. STATEMENT OF DUTIES:

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The United States Agency for International Development (USAID) Mission to Bangladesh (the Mission) is responsible for the development, implementation, and oversight of USAID-funded programs in Bangladesh. The Mission's overarching goal in Bangladesh is to achieve the development objectives outlined in USAID's Country Development Cooperation Strategy (CDCS) and the U.S. Embassy's Integrated Country Strategy.

The Project Management Assistant (Project Management Support) position is located in the Economic Growth Office (EG) of the Mission. EG manages a large and dynamic portfolio of projects that work to strengthen Bangladesh's agricultural production and food security as part of the U.S. Government's global Feed the Future (FTF) initiative, to improve the trade and business enabling environment, and to safeguard the environment.

The job holder serves as a project management team member and is responsible for supporting activity managers in completing administrative and programmatic actions, such as contracting/agreement close-out actions, VAT reporting, voucher processing, accruals reporting, and GLAAS actions. S/he assists the FTF team to complete annual reporting requirements and assists with maintaining FtF project files, facilitating TDY/VIP visits, and coordinating workshops and events. The job holder helps to prepare technical briefs and presentations, and coordinates closely with EG's Communications Advisor to develop and disseminate communications materials. S/he supports the design of new activities by helping to prepare design and procurement documents as well as correspondence on behalf of the office. The assistant will also function as an Alternate Agreement Officer's Representative (A/AOR).

B. STATEMENT OF DUTIES TO BE PERFORMED

Program Support

- Serves as Alternate Agreement or Contracting Officer's Representative (Alt. A/COR) for one or more EG FTF projects as designated by the Office Director. Provides approvals in the absence of the A/COR and represents USAID and the A/COR at coordination meetings. Reviews activity reports.
- Serve as Activity Manager as needed.
- Assists with project management, including tracking and regular reporting on progress toward achieving Feed the Future goals and objectives. S/he will support team activities related to reporting for the Mission Performance Plan, Annual Reports, Congressional Notifications, and other strategic planning and reporting documentation for Bangladesh.
- Coordinate with EG's A/CORs and the Development Outreach and Communications (DOC) team to develop and disseminate communications products that highlight USAID's investments in agriculture.
- Oversee implementing partners' expenditure of funds. Administratively approve VAT coupon usage reports, payment vouchers, and requests for advances.
- Help prepare presentations and media for internal and external project briefings and other communications.
- Support the development of procurement documents, technical analyses, briefing papers, talking points, memos, and cables by conducting literature reviews, collecting data, organizing materials, and drafting portions of these documents.
- Occasionally participate in site visits with A/CORs to monitor activity implementation. Write trip reports, identify lessons learned, and share the findings with USAID colleagues.
- Participate in contract/grant closeout actions, ensuring that all performance activities, vouchers, and final reports have been completed satisfactorily and all physical property accounted for.
- Support the office in preparing for periodic portfolio reviews of the economic growth program and contributes to office wide preparations for annual operational planning, performance reporting, and other statutory reports.

Administrative Support

- Develop information tracking systems and maintain project and program files, including databases on project performance, implementation progress, budget and disbursement of funds, and achievement of results.
- Support travel and logistics for EG FTF field trips, meetings, and events for EG FTF team members, TDYers, and VIP visitors. Responsibilities include preparation and submission of itineraries, Regional Security Office movement requests, clearances, briefing materials, and coordination with partners.
- Provide administrative support to the EG Team, including the preparation and processing of activity documentation.
- Submit Global Acquisition and Assistance System (GLAAS) requests.
- Maintain all activity management files for the Economic Growth Office, including reports, vouchers, Value Added Tax receipts, deliverables, and approvals.
- Actively manage the EG digital filing system, ensuring they are up-to-date and organized.

C. SUPERVISORY RELATIONSHIP

The job holder is supervised by the Feed the Future Coordinator and/or the EG Office Deputy Director or his/her designee who will oversee work objectives and annual performance evaluations. The PMA is expected to take initiative and work independently.

D. 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: Minimum two years of College or University studies in a field related to economics, agriculture, international relations/affairs, international development, social sciences, business administration, public administration, or related field is required.

Prior work Experience: Required minimum of five (5) years of progressively responsible experience in project management at a large international organization is required, or/and in a field related to economic growth such as agriculture, private sector development, or trade.

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>.

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.

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.

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

Job Knowledge: The Job holder should understand how to provide high quality deliverables for the EG Office team and for higher level management he/she reports to. The job holder should possess strong knowledge of leading standard office procedures and practices. S/he should understand how donor funded economic growth programs are implemented and have a basic understanding of a broad range of sectors relevant to the economy of Bangladesh.

Skills and Abilities:

The following skills and abilities are required for this position:

- Exceptional written communication skills, capable of producing diverse types of documents that are concise, tailored to the target audience, convey ideas clearly without unnecessary complexity or ambiguity, exhibit a clear structure with a logical progression of ideas, and free from grammatical and spelling errors.
- Exceptional verbal communication skills, able to simply and concisely communicate complex ideas, particularly when formally presenting ideas to a group of professionals.
- Strong interpersonal and teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines.
- Strong organizational and time management skills.

Candidates will be scored as follows:

Written evaluation (40 points): To be based on the Evaluation Factors listed above

Interview performance (60 points): To be based on the Evaluation Factors listed above

Reference check (pass/fail)

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.