



SOLICITATION NUMBER: 7261124R10010
ISSUANCE DATE: May 15, 2024
CLOSING DATE/TIME: June 9, 2024 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC Local Compensation Plan)

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

At USAID, Diversity, Equity, Inclusion, and Accessibility (DEIA) is a priority, and we are greater than the sum of our parts. When we integrate DEIA into our programs, policies, partnerships, and people (workforce), we are better able to understand and meet the needs of those we serve worldwide. We will evaluate all offerors based on the stated evaluation criteria. We encourage 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 7261124R10010
2. **ISSUANCE DATE:** May 15, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** June 9, 2024, at 23:59pm Lusaka time
4. **POINT OF CONTACT:** Human Resource Office, e-mail at exozambiahr@usaid.gov
5. **POSITION TITLE:** Project Management Assistant
6. **NUMBER OF VACANCIES:** One (1)
7. **SALARY/MARKET VALUE:** Grade FSN-9 equivalent to basic rate of ZMW 220,643.00 – ZMW 353,015.00 per year, plus other benefits in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
8. **PERIOD OF PERFORMANCE:** Maximum of five (5) year's total contract duration. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to need for continued services, satisfactory job performance and availability of funds.
9. **PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS/APPLICANTS:** This is a Cooperating Country National ("CCN") position. CCN means an individual who is a Zambian citizen, or a non-Zambian citizen lawfully admitted for permanent residence in the cooperating country.
11. **SECURITY LEVEL REQUIRED:** Public Trust

12. STATEMENT OF DUTIES**General Statement of Purpose of the Contract:**

The Project Management Assistant is assigned to provide support to Contracting Officers Representatives/Agreement Officer's Representatives (COR/AORs) and/or Activity Managers responsible for substantive Health programs/projects/activities within the Health, Population, and Nutrition (HPN) Division of the Health Office and, in most cases, will have Activity Manager responsibility for specific activities and small awards. Within the Division/Branch/ Unit of assignment the Assistant is assigned to participate in the work of the organization by supporting CORs/AORs/ Activity Managers in order to increase output and efficiency in meeting Health Office, USAID, and USG goals and objectives. The Assistant's tasks may include support to project design, budgeting, compliance, performance monitoring and evaluation, and project closeout. S/he conducts a variety of complex research, analysis and reporting, and supports internal cross-cutting efforts and external coordination. In the absence of any COR/AOR/Activity Manager, the Assistant may be assigned to receive calls, answer non-technical questions, and refer more technical program/project/activity questions to professional staff. Work includes a variety of research, reporting, communication, monitoring, and analytical duties, and coordinating work with the CORs/AORs/Activity Managers, Division Chiefs, the Health Office Chief, other Mission technical officers, interagency contacts, and Government of Zambia (GRZ) and NGO counterparts.

Statement of Duties to be Performed:**Program/Project/Activity Management Assistance**

- Supports CORs/AORs/Activity Managers in the management, monitoring, and evaluation of program/project/activity implementation, and manages HPN-specific information in specialized Health, USG and non-USG databases.
- Regularly collects, monitors, and interprets performance data to strengthen project activities. Prepares status reports, and provides information on progress in achieving outputs, objectives, and results for Office activities.

- Identifies and/or participates in addressing problems encountered in the implementation process, to prepare activity status reports, and to recommend corrective actions in consultation with CORs/AORs/other Activity Managers.
- Assists in drafting and preparing action memos, briefing documents, talking points, correspondence and other materials.
- Tracks and manages budgets, funding, accruals and expenditures of implementing partners (IPs). Reviews and approves IP's requests for payments and ensures funding actions comply with USAID regulations.
- Supports the USAID team efforts in the development of the Country Operational Plan.
- Monitors IP management of and annual reporting on government-furnished property. Verifies the return or disposition at contract close-out.
- Completes documents related to program planning, implementation, and management, including memoranda, letters, GLAAS documents, performance reports, trip reports, analyses, operational plan updates, etc. Manages electronic and hard-copy filing systems of the HPN team and health office based on USG and USAID record retention regulations.
- Participates in the implementation of evaluation plans and assessments and assists the staff to prepare reports, including organization-specific contributions to outside reporting requirements including the Country Operational Plan, Semi-Annual and Annual Reports, budget and program analyses, quarterly accruals reports, budget tracking tables, briefings, presentations, and other reporting requirements.
- Coordinates and takes minutes at meetings and conferences, and assures that obligations and commitments agreed to in the meetings are upheld and that deadlines are met; and, prepares oral and written summaries on request.
- Supports travel and logistics for incoming temporary duty (TDY) visitors from USAID/OHA including in-country travel for site visits.
- Coordinates with the Office of Security to obtain necessary security clearances and appropriate identification for contractor personnel and TDY personnel. Monitors contractors' and TDY compliance with security specifications.
- Supports Site Improvement through Monitoring System (SIMS) activities, Data Quality Assurance (DQA), and other routine site visits to assist with the oversight and support of Implementing Partner performance.

Data Collection and Analysis

- Contributes to monitoring and reporting on developments of implementing partners; supports the monitoring and analysis of reports, preparation of written analyses, evaluation of pertinent issues, and dissemination of information to staff within and outside the Health Office.
- Summarizes information in written and oral form for use by coworkers and superiors, as appropriate.
- Works with other Assistants (and others) to organize field trips, conferences, and seminars, and to ensure maximum participation by target audiences, providing translation and interpretation as needed.
- Contributes to written reports reflecting an understanding of assigned areas of responsibility, and that document that a wide variety of sources and points of view have been consulted in undertaking analyses and in drawing conclusions.
- Supports preparation of oral and written briefings for other staff members.

Supervision Received: Immediate supervision is from the Health Office Director. The immediate supervisor provides the required guidance and mentoring on technical and managerial performance. Supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in accordance with instructions, policies, previous training or accepted practice; work is evaluated for technical soundness, appropriateness and conformity to policy requirements.

Supervision Exercised: This is a non-supervisory position.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A college/university diploma is required.
2. **Prior Relevant Work Experience:** Minimum of five (5) years of progressively responsible experience providing support and/or assistance to health development or health-related programs. Experience working with an international or donor organization, or equivalent work with a private or host-government entity is required. Experience should have included collection, analysis, evaluation, and presentation of information.

To advance to the evaluation stage, applicants must meet the minimum qualifications above. Applicants who do not meet all the education and experience requirements are considered not qualified and will not receive further consideration.

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>.

Application Screening Process

After the closing date for receipt of applications, all applicants will be screened for eligibility of minimum qualifications required in *Section II, item 1 to 2*. If the application submitted fails to demonstrate minimum qualifications and/or is incomplete, the application will not be scored and will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information that demonstrates their eligibility.

Evaluation Criteria/Factors

A technical evaluation committee will be convened to review and rank applications that meet the minimum qualifications in accordance with the evaluation criteria/factors. The evaluation criteria/factors are used to determine the competitive range of qualified applicants (shortlist). Applicants must demonstrate how they meet each evaluation criteria outlined below (*Section III, item 1 to 3*) within the application's cover letter. Each application is evaluated strictly based on the information provided. The rating factors are as follows:

1. Professional Experience (20 points)

During application review stage, the TEC will evaluate relevant experience to the position using the factors below:

Minimum of five (5) years of progressively responsible experience providing support and/or assistance to health development or health-related programs. Experience working with an international or donor organization, or equivalent work with a private or host-government entity is required. Experience should have included collection, analysis, evaluation, and presentation of information.

2. Technical Expertise and Job Knowledge (30 points):

Top ranking applications with the most relevant experience into position, will proceed to take the technical written test to evaluate their technical expertise and job knowledge based on the factors below:

Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures. Practical knowledge of business correspondence, database management, and project management. Familiarity with USG programs, policies, and regulations, and familiarity with the issues related to Health interventions in Zambia. Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new program quickly.

3. Competencies (Skills and Abilities) (50 points):

Further, top ranking applicants will with the most relevant experience and technical expertise and job knowledge, will be interviewed to evaluate their skills and abilities including interpersonal skills:

Strong interpersonal skills and ability to work collaboratively as part of a multicultural team. Ability to work independently and perform at a high level with minimal supervision. Ability to communicate information in an objective, transparent, accurate, and concise oral and written form. Ability to present information, analyses, and recommendations in clear written and oral formats. Ability to establish and maintain effective working relationships with a variety of internal and external points of contact. Ability to work effectively in a team environment and coordinate well with others. Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents. Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new program quickly.

Total Possible Points = 100

Selection Process

USAID reserves the right to conduct interviews only with top-ranked applicant(s) and make the interview a deciding factor in selection before making a recommendation to the Contracting Officer (CO). Interviews may be conducted in-person, by phone, or virtual means and will be evaluated separately. USAID also retains the right to amend or cancel the solicitation and associated actions at any stage of the recruitment process.

Top-ranked candidates in a competitive range may be given a recruitment test. Candidates with a passing score from the recruitment test will be invited for an interview. The recruitment test may be administered before (to serve as a qualifier to the interview) or after the interview (to serve as part of the interview determination). The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test (if administered); an interview; and the results of reference checks. A security authorization and medical clearance are required prior to employment.

The technical evaluation committee may conduct references checks, including references from other independent sources not specifically identified/provided by the candidate(s), and may do so before or after a candidate is interviewed. If USAID should not contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence. Reference checks will be assessed as either pass/fail (No points assigned).

Only shortlisted and interviewed candidates will be notified of the selection outcome.

Multiple Awards: USAID anticipates the award of one (1) contract as a result of this solicitation. USAID reserves the right to award more or fewer awards than the anticipated number of contracts stated above. USAID also reserves the right to select additional candidate(s) if vacancies become available during future phases of the selection process.

IV. SUBMITTING AN OFFER/APPLICATION

Eligible Applicants are required to complete and submit:

- i. Cover letter that addresses each evaluation criteria outlined in *Section III, items 1 to 3*.
- ii. Current CV (without photo) with contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
- iii. Completed and signed application form [AID 309-2](#) (Offeror Information for Personal Services Contracts with Individuals).
- iv. Education and Professional degrees/certificates
- v. Identification Documents: Passport/NRC

Please upload all your documents as one SINGLE PDF or zip file and rename the file with the SOLICITATION Number. Please ensure your application is complete with all the requirements above. Late and incomplete applications will NOT be considered.

Submit your application [HERE](#)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- a. Medical History and Examination Form (Department of State Forms)
- b. Security Clearance
- c. Fingerprint Card (FD-258)

Do NOT submit these forms together with the application.

VI. BENEFITS AND ALLOWANCES

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

I. BENEFITS:

A PSC is normally authorized benefits in accordance with the missions Local Compensation Plan:

1. Health Insurance
2. Annual Salary Increase (if applicable)
3. Annual and Sick leave
4. Annual Bonus
5. Annual Christmas Bonus
6. Annual Performance Reward
7. Salary Advance (0% interest)
8. End of Service Gratuity
9. Defined Contribution Plan
10. Observe Local Public and American Federal Holidays
11. Employee Tuition Assistance Program

2. ALLOWANCES (as applicable):

A PSC is normally authorized allowances in accordance with the mission Local Compensation Plan:

1. Housing Allowance
2. Meal Allowance
3. Miscellaneous Allowance
4. Education Allowance

VII. TAXES

A PSC is responsible for calculating and paying local income taxes. In the absence of a specific international agreement, the U.S. Government will not withhold or make local income tax payments.

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

USAID regulations and policies governing **CCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	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>	1	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. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. **FAR Clauses**

52.204-27 Prohibition on a Bytedance covered application.

Who we are:

The U.S. Agency for International Development is the world's premier international development agency and a catalytic actor driving development results. We are a diverse organization with colleagues from over 5 countries. By joining us in the city of Lusaka, you will work in a unique, highly rewarding, and international work environment. We truly value diversity and inclusion and want to reflect the world we serve. We want the best people to work for us in an inclusive environment so welcome applications from all qualified candidates.

What USAID offers (Equal Opportunity Employer):

We want your time at USAID to be a rewarding and career-enriching experience. We offer an agile and flexible working environment with hybrid working opportunities including home office (where applicable). To support our international applicants, we offer relocation support that extends to your dependent family members. In addition, thanks to our ongoing commitment to diversity and inclusion, we offer a competitive compensation and benefits package, including support for working families including education allowances (where applicable). Finally, we offer a genuinely unique international working environment, which will give you exposure to the international development and the opportunity to collaborate with passionate experts from all over the world.

We strive to ensure that individuals are provided reasonable accommodation to participate in the application or interview process, and to perform essential job functions. Should you wish to request accommodation, support in completing this application or participating in the application process, then please reach out to the recruitment team at exozambiahr@usaid.gov.

Please Note: USAID is aware of both individuals and organizations falsely claiming to recruit on behalf of USAID. We take recruitment fraud very seriously and provide this information to help you learn how to identify and report recruitment fraud. USAID does not solicit for money for any part of its recruitment processes including short-listing, interviews, background, and/or medical check-ups. Contact your local police to report such incidents or send us an email with subject "Recruitment Fraud" to exozambiahr@usaid.gov

--END OF SOLICITATION--