



USAID | GUINEA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72067524R1000

ISSUANCE DATE: June 06, 2024

CLOSING DATE AND TIME: July 05,2024

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) ACQUISITION AND ASSISTANCE SPECIALIST**

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 the General Information section of the solicitation.

Sincerely,
**Debbie
Jackson**

[Debbie Jackson](#)

S/Executive Officer/Contracting Officer

Digitally signed by
Debbie Jackson
Date: 2024.06.04
09:58:12 Z

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72067524R10004
2. **ISSUANCE DATE:** June 06, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 05,2024, GMT
4. **POINT OF CONTACT:** HR Team, email at conakrypsejobs@usaid.gov.
5. **POSITION TITLE:** Acquisition and Assistance Specialist
6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**, which is between **404,515,882 - 606,773,873 GNF**. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a 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-09**, which is between **238,614,799 -357,922,182 GNF** and the intermediate level of this position is equivalent to **FSN-10**, which is between **324,672,733 - 487,009,089 GNF**.
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy/Guinea final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.
7. **PERIOD OF PERFORMANCE (*INCLUSIVE OF OPTIONS*):** Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. Based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.
8. **PLACE OF PERFORMANCE:** Conakry, Guinea with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating country national (CCN) - an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
USAID will evaluate offers from USG employees first and, if the CO determines that there are no qualified applications, only then will USAID evaluate other applications.
NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.
10. **SECURITY LEVEL REQUIRED:** Facility access.

11. STATEMENT OF DUTIES

This position is established as an Acquisition and Assistance Specialist "Ladder" position, which includes positions at the FSN- 09, FSN-10, and the full performance level of FSN-11.

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

a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.

c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS

Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. 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.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal 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 potential partners to fully explain the Agency's needs and discusses solicitation documents.

The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. 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/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; 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 it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and 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 CO/AO for signature.

iii. Award Closeout: The Specialist reviews completed (after physical completion) contract files to determine that all contractual 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 contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

The Position Descriptions for each level are attachments to this solicitation.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Full Performance Level (FSN-11):

- a. Education: Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. *Note: Additional education will NOT be substituted for experience.*

- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One 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 an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for education.*
- c. **Language proficiency:** Level IV (Fluent) English and French, both oral and written, is required.

Intermediate Performance Level (FSN-10):

- a. **Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. *Note: Additional education will NOT be substituted for experience.*
- b. **Prior Work Experience:** A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for education.*
- c. **Language proficiency:** Level IV (Fluent) English and French, both oral and written, is required.

Entry Level (FSN-09):

- a. **Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. *Note: Additional education will NOT be substituted for Experience.*
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One 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 an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

- c. Language proficiency: Level IV (Fluent) English and French, both oral and written, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215- 1. The 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>.

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower levels.

The TEC will next consider offerors for the intermediate level. The TEC will only proceed to consider offerors at the entry level if no acceptable intermediate offerors are identified.

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.

I. EVALUATION FACTORS

Factor #1 - Education (5 points)

Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required

Factor #2 - Language Proficiency (15 points)

Level IV (Fluent) English and French, both oral and written, are required.

Factor #3 - Skills and Abilities (50 points)

- a) Demonstrated ability to plan and administer large acquisition activities and provide adequate acquisition assistance and support and leadership for agency programs/projects/activities in a timely manner in an environment where your contributions to teamwork are evident.
- b) Demonstrated ability to apply governing contracting regulations, procedures, and policies

to individual complex acquisition and assistance programs, particularly during planning, design, procurement and implementation phases for the position level for which the candidate has applied.

- c) Demonstrated ability to communicate effectively with high-level representatives of the US and regional business community, and with colleagues in technical/operational offices and/or host governments throughout the region, particularly in operations within challenging environments.
- d) Demonstrated analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail.
- e) Demonstrated 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.
- f) Demonstrated skills in the use of most elements of the Microsoft Business suite.

Factor #4 - Job Knowledge (30 points)

- a) Demonstrated past work experience which clearly shows evidence of serving in a direct or procurement related position and/or administration/customer service focused position and understanding complex acquisition methodologies.
- b) Demonstrated job knowledge for the position level for which candidate has applied which includes understanding of acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types.
- c) Demonstrated understanding of markets pertaining to program/project/activity requirements for services and commodities.

II. SELECTION PROCESS

After the closing date of the solicitation, the Human Resources Office will assess which applications meet the minimum Education and Work Experience qualifications.

Applicants who meet these minimum qualifications will be invited for a language proficiency test.

Applications of those who meet all minimum qualifications will be further evaluated by a Technical Evaluation Committee (TEC) based on the evaluation factors listed above.

Applicants with the highest scores will be invited for the written test and the interview.

Professional references will be conducted for selected candidates after the written test and the interview and will be utilized to supplement the TEC's recommendation to the Contracting Officer to offer the position to the selected offeror(s).

Final selection will be based on the application package review, language abilities, written test and interview results, and reference check feedback.

IV. SUBMITTING AN OFFER

1. **Form AID 309-2:** Offerors are required to complete and submit the offer form AID 309-2. “Offeror Information for Personal Services Contracts with Individuals,” available at <https://www.usaid.gov/forms/aid-309-2>. The form must be signed and in English. Un-signed application forms and any missing requested documents will not be considered.
2. **Current resume/curriculum vitae:** The CV/resume that details the specific duties performed that fully detail the level and complexity of the work. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
3. **Cover Letter:** The cover letter must address the above listed Evaluation factors based on the level in which the candidate applies.
4. **Copies of Academic certifications**
5. **References:** Offerors are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) from current or former supervisor who can provide information regarding applicant job knowledge and professional work experience.
6. 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, item 4**.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. **SOLICITATION # 72067524R10004 – Acquisition and Assistance Specialist** and submit only **ONCE** via email to: conakrypjobs@usaid.gov by the closing date and time specified in this Solicitation.
8. **As this solicitation is for a “ladder” position, Offerors **must** identify the FSN-equivalent level at which level(s) the Offeror wants to be considered. If the TEC determines that an Offeror is not qualified at the position level(s) the Offeror identified, the Offeror will not be considered further unless the Offeror identified that they are willing to be considered at any lower level(s). An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.**

All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in English. Late, incomplete or unsigned applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit all the pre-award forms to obtain the necessary medical, security, and any other required certification.

VI. BENEFITS AND ALLOWANCES

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

- a. Miscellaneous allowances
- b. Transportation allowance
- c. Year-end bonus
- d. Tabaski Bonus

VII. TAXES

In accordance with Mission policy.

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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Contract- FSN – 9 Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD_	\$_TBD at Award after negotiatio

	- Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]				ns with Contractor –
1001	Option 1 – FSN – 10 Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
2001	Option 2 – FSN – 11 Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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. **USAID Acquisition and Assistance Policy Directives (AAPD-20-08):** Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/sites/default/files/documents/AAPD-20-08.pdf>
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
6. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

7. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer, by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

- i. **Pre-Award Duties:** The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.
- ii. **Post-Award Duties:** The Specialist 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 administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO 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. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist 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.
- iii. **Award Closeout:** The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. *Note: Additional education will NOT be substituted for Experience.*
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One 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 an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. **Post Entry Training:** (Not a prerequisite to receiving an FSN-9 contract): There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist should complete and “pass” all courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Professional over the course of the contract and not just for the FSN 9 period. The Specialist should additionally complete and pass any courses required by the Agency as required to apply for the OAA FSN Administrative Warrant during the course of the contract. It is not expected that FAC-C Professional certification will be obtained while at the FSN-09 level. The Contracting Officer, Supervisor, and the Specialist should prioritize training to emphasize needs for current work requirements and professional growth needed to reach higher levels of performance.

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.

d. **Language Proficiency:** Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required.

e. **Job Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

f. **Skills and Abilities:** The ability to plan and administer simple A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required. Skill in the use of most elements of the Microsoft Office suite is 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 the A&A process, is required.

16. POSITION ELEMENTS

a. **Supervision Received:** The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist, who makes assignments with general instructions about what is to be done, time frames, and priorities, including discussing anticipated problems. When aspects of the work are new or unusual, the Supervisor specifies sources of information or precedents. The Specialist will independently initiate necessary coordination with requesting Mission Contracting Officer and/or Agreement Officer Representatives (CORs/AORs), technical offices, Office of Financial Management (OFM), and DO Teams, providing basic policy guidance on how to best fulfill requirements, but must obtain advice from the supervisor or senior specialist about unanticipated problems. The Specialist will keep the

higher-level Specialist/Officer, and/or the CO/AO, updated through status reports and verbal briefings. The supervisor or a higher-grade contract specialist monitors the work in progress, and reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.

b. **Supervision Exercised:** This is a non-supervisory position.

c. **Available Guidelines:** At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.

d. **Exercise of Judgment:** The Specialist will exercise limited judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with Implementing Partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in recommending among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when guidelines are not directly applicable or deviations are proposed.

e. **Authority to Make Commitments:** At this level, the Specialist will primarily participate in discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets, under the guidance of a higher-level Specialist/CO/AO. The Specialist may be delegated the authority to conclude negotiations and to structure the final terms and conditions of less-complex USAID acquisition and assistance awards. The agreements will be reviewed by a higher-level Specialist or CO/AO, and approved and signed by a warranted CO/AO, in order to obligate funds. The Specialist is not authorized to make formal commitments.

f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. **Time Expected to Reach Full Performance Level:** Fully Successful performance at the FSN-9 level may be achieved in one year. However, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-10 level.

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Choose the location of the position.	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Intermediate Level), FSN-0810	FSN-10	ASHLEIGH J. APPEL	Digitally signed by ASHLEIGH J. APPEL Date: 2024.04.24 15:24:47 -04'00'
b. Other:				
c. Proposed by Initiating Office:		Desired Grade Level		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Acquisition and Assistance Specialist	
8. OFFICE/SECTION: Regional/Mission Office of Acquisition and Assistance	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Intermediate Level/IL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and apply these requirements to make recommendations to the supervisor or higher level Specialist/Officer regarding the appropriate instrument type for the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

c. The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The Specialist works directly with technical

specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. **Pre-Award Duties:** The Specialist assists the Technical/DO Teams with A&A planning, and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

ii. **Post-Award Duties:** The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO 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. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. **Award Closeout:** The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business,

finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. *Note: Additional education will NOT be substituted for Experience.*

b. **Prior Work Experience:** A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. **Post Entry Training:** expected to be completed AFTER promotion to an FSN-10, (not a prerequisite to receiving an FSN-10 contract): Successful completion of all courses required for Federal Acquisition Certification in Contracting (FAC-C) Professional, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist should achieve the Federal Acquisition Certification in Contracting (FAC-C) Professional certification prior to elevation to the FSN 11 position.

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.

d. **Language Proficiency:** Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required.

e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required.

f. **Skills and Abilities:** The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is 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 the A&A process, is required.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist/Contracting Officer, who assigns work in terms of objectives and priorities; assistance is provided on new or unusual assignments. The Specialist exercises initiative and judgment in developing and coordinating the A&A package up to recommendation for award, in accordance with standard practices and established procedures. The Specialist will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, Office of Financial Management (OFM), and DO Teams, providing policy guidance on how to best fulfill requirements, obtaining advice from the supervisor or senior specialist on unanticipated problems or complex issues. The Specialist will keep the higher level Specialist/Officer, and/or the CO/AO and/or his/her designee, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.
- b. **Supervision Exercised:** This is a non-supervisory position.
- c. **Available Guidelines:** At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist is expected to use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.
- d. **Exercise of Judgment:** The Specialist will exercise a developed degree of judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/ recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in selecting among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when decisions on very complex issues are needed or deviations are proposed.
- e. **Authority to Make Commitments:** The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned as long as they are within the approved pre-negotiation objectives. The agreements must be approved and signed by a warranted Contracting Officer/Regional Contracting Officer, in order to obligate funds. The Specialist is not authorized to make formal commitments.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors, in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. Time Expected to Reach Full Performance Level: Fully Successful performance at the FSN-10 level should be achieved in one year, however, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-11 level.

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Choose the location of the position.	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Full Performance Level), FSN-0810	FSN-11	ASHLEIGH J. APPEL	Digitally signed by ASHLEIGH J. APPEL Date: 2024.04.24 15:27:01 -04'00'
b. Other:				
c. Proposed by Initiating Office:		Desired Grade Level		

6. POST TITLE POSITION (if different from official title) Acquisition and Assistance Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Regional/Mission Office of Acquisition and Assistance	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Full Performance Level/FPL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts requests for proposal or quotations; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes budgets; recommends special contract requirements; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains up-to-date contract files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeouts. The Specialist provides guidance to supported Teams related to award modifications.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the

Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. **Pre-Award Duties:** The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. 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.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal 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 potential partners to fully explain the Agency's needs, and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. 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/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and, prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

ii. **Post-Award Duties:** The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; 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 it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and 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 CO/AO for signature.

iii. **Award Closeout:** The Specialist reviews completed (after physical completion) contract files to determine that all contractual 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 contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education:** Possession of a Baccalaureate degree or the host-country equivalent of a four-year US college/university (equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. *Note: Additional education will NOT be substituted for Experience.*

b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One 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 an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. **Post Entry Training:** In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Professional and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. Additional FAC-C courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of hundred (100) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and

administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.

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.

d. Language Proficiency: Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required.

e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or 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, simplified acquisition procedures, and that result in standard and established contract types. A professional level of 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/local market and pricing methods is required.

f. Skills and Abilities: The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is 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 the A&A process, is required.

16. POSITION ELEMENTS

a. Supervision Received: The CO/AO, and/or his/her designee, makes assignments in terms of a portfolio of A&A actions to be performed. The Specialist plans and implements the procurement approach, and exercises initiative and judgment in developing and coordinating the A&A package up to recommendation for award. The Specialist will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, Office of Financial Management (OFM), DO Teams, and legal officers, providing policy guidance on how to best fulfill requirements, obtaining advice from the supervisor on unanticipated problems or complex issues when necessary. The Specialist will keep the CO/AO and/or his/her designee, informed of progress, potentially controversial issues, or matters that affect policy. The supervisor reviews the final work product of the Specialist to ensure that thorough analysis has been made, and that the determinations are supported by sound judgment and adequate justification. The Specialist has considerable latitude in dealing with problems arising during pre-award or post-award phases of the action.

b. Supervision Exercised: This is a non-supervisory position, but the Specialist provides support and guidance to lower level Specialists. Continuing supervision of other office staff is not contemplated.

- c. Available Guidelines: At this level the Specialist will be familiar with the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID Policies, US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.
- d. Exercise of Judgment: The Specialist will exercise a developed degree of judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with IPs to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/ recipients, in order to ensure achievement of A&A objectives. The Specialist uses judgment in selecting among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when decisions on very complex issues are needed or deviations are proposed.
- e. Authority to Make Commitments: The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned, as long as they are within the approved pre-negotiation objectives. The awards must be approved and signed by a warranted CO/AO in order to obligate funds. The Specialist is not authorized to make formal commitments.
- f. Nature, Level, and Purpose of Contacts: The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. Time Expected to Reach Full Performance Level: Fully Successful performance at the FSN-11 level should be achieved in one year. Although this is the full performance level of this “ladder” position, the Specialist is required to continue his/her professional development.