



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066319R10002

ISSUANCE DATE: March 8, 2019
CLOSING DATE/TIME: March 22, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Acquisition and Assistance Assistant

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, Sections I through VI** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 attached information.

Sincerely,

Shayna Michael
A/Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel.: 251-11-306002
Fax: 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066319R10002
2. **ISSUANCE DATE:** March 8, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 22, 2019 *before and/or on 5:00PM Ethiopian local time (close of business).*
4. **POSITION TITLE:** Acquisition and Assistance Assistant
5. **MARKET VALUE:** FSN-8 (\$12,133 to \$21,829 annual basic salary)
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Ethiopia*. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Regional Security Office Certification.
9. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

Serve as the procurement administration assistant to the USAID/Ethiopia Bilateral Mission's Office of Acquisition and Assistance (OAA). The position will provide support to Acquisition and Assistance Officers (AAO) and Acquisition and Assistance Specialists (AAS). In addition, OAA provides professional procurement advice and support to 8 Strategic Objective Teams (SOT) with an annual collective budget amounting to over \$800 million and USAID/Djibouti. This incumbent must be able to perform a broad range of office and procurement administration duties with minimal supervision and guidance.

2. Statement of Duties to be Performed**Procurement Administration 60%**

- Under the direction of the supervisor the incumbent distributes solicitations and subsequent amendments; manages non-technical queries on advertised solicitations so that requirements of full and open competition are met and that the integrity of the procurement process is upheld. Responsible for the receipt and safeguard of proposals, conducts compliance checks of incoming proposals, compiles Price/Cost analysis data

from received offers, prepares proposals for the Technical Evaluation Team, and is responsible for storage of proposals for future reference and disposal.

- Edits and reformats documents for OAA staff using the Microsoft Office suite which may include but is not limited to: PowerPoint, Word, Excel, and Access, to prepare contracts, grants, cooperative agreements, memos, letters, cables, memoranda, presentations, and reports.
- Prepares acquisition and assistance instruments, which include but not limited to purchase orders, fixed price contracts, modifications, grants with minimal supervision of the AAO or AAS using USAID's procurement management system, Global Application and Assistance System (GLAAS).
- Responsible for ensuring timely preparation and distribution of OAA documents to the following which may include but is not limited to: contractors/recipients/grantees, project offices, the Financial Management Centre (RFMC), OP Contracting Information Management System (CIMS), AID/Washington, Financial Management, Letter of Credit office (M/FM/LOC), and other relevant offices. Collects data, prepares and generates reports on a routine basis.
- Prepares regret letters and logistic arrangements for post-award briefings with the successful applicant(s) and de-briefing of unsuccessful applicants.
- As Focal Point for Contract Performance Assessment Reports (CPARS), works closely with Contracting Officer Representatives (COR) and the help desk in Washington to ensure all contracts are registered and assessed in the CPARS in timely manner. Interface with Washington CPARS Technical Support to resolve technical issues.
- Establishes and maintains a "tickler" files on CPARS due dates and notifies CORs prior to report due to ensure timely submission.
- Review of contract/assistance instruments to establish the performance milestones from the terms of each instrument. Performance milestones are critical to the implementation of USAID projects. Reviews agreed-upon work-plans, follows-up with the Grantees/Contractors in order to receive critical reports related to achievement of program objectives in a timely manner.
- Monitors all contracts, grants, and other instruments to track funding levels.
- Coordinates the closeout process effort for OAA. Monitors procurement instruments to track expiration dates. Regularly follows up with responsible SOT, contractor or grant recipient as necessary to determine action on expiring contracts. Ensures that all expired Acquisition and Assistance awards are administratively closed out in accordance with Agency Policy and Federal Regulations.
- Establishes and maintains USAID/ETHIOPIA bi-lateral Implementing Partners Contact List

Documentation Management 25%

- Receives all incoming correspondence (Cables, letters, solicitations, requisitions, contracts and related documentation); maintains manual and electronic master files: ensures prompt and accurate assignment of distribution of action and information documents to appropriate OAA personnel and sets up and maintains chronological files for each professional staff.
- Maintains FY logs on award numbers, organizes and maintains filing system in accordance with OPAM 96-03, and the requirement for ASIST, to ensure award files

contain all pertinent information documenting the award process, containing all relevant pre-award, award administration and close out documentation pertinent to award that will allow AAO and AAS to timely access to award documentation.

Office Management 15%

- Gathers workload status reports from each AAO and AAS and maintains Contracting Officer's monthly work plan. Recommends and establishes new procedures and systems to ensure efficient office management. Also serves as backstop for all acquisition specialists.
- Provides security protection to all Contracting Office files by maintaining continuous check and control over the various documents and sets-up the safe locking system before leaving the Office.
- Make travel arrangements for AAO and AAS, and visitors as required utilizing all USAID systems which include but is not limited to E2 and ECC.
- Takes inventory of office stationery and respond to all the Executive Office (EXO) expendable and non-expendable supply requirements.
- Ensure all office machines are operational.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

Supervised by the Contracting Officer or Senior A & A Specialist in his/her absence.

4. Supervisory Controls

This position has no supervisory responsibility.

10. AREA OF CONSIDERATION: Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: addisusaidjobs@usaid.gov; Fekadu Tamirate, HR Specialist.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Minimum of Two-years College education in the area of administrative, procurement, secretarial science, or related field is required.

PRIOR EXPERIENCE: A minimum of 3 years' experience on procurement related work is required.

LANGUAGE: Level IV, Fluent spoken and written English and Amharic.

III. EVALUATION AND SELECTION FACTORS

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. ***The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview. The CO must consider findings from the reference checks as part of the responsibility determination.*** Be sure to include your name and the solicitation number at the top of each page.

EDUCATION (10 points): Minimum of Two-years College education in the area of administrative, procurement, secretarial science, or related field is required. ***Additional evaluation points will be given to offerors who exceed the minimum requirement.***

EXPERIENCE (40 points): A minimum of 3 years' experience on procurement related work is required.

KNOWLEDGE, SKILLS, and ABILITIES (50 points): Must have good working knowledge of agency and mission procurement requesting requirements and appropriateness thereof. Agency standards for maintaining acquisition files, local style on correspondence and local clerical practices and procedures. Ability to work in MS Word, and Excel and procurement related software.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>;
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. Copies of credential documents (i.e., degree, training certificates, etc.);
4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say– solicitation, **72066319R10002 – Acquisition and Assistance Assistant**.
5. Please submit the application only once; and

6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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 the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

The EEO complaint procedure is 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.