SOLICITATION NUMBER: 20-01

ISSUANCE DATE: November 12, 2019
CLOSING DATE/TIME: December 11, 2019 @ 1700 hours

SUBJECT: Solicitation for a Project Management Assistant (Democracy and Governance Office FSN-09) Cooperating Country National Personal Service Contractor (CCNPSC) (Local Compensation Plan)

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 V 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,

Jason Bennett
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 20-01

2. ISSUANCE DATE: November 12, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 11, 2019 @1700 hours

4. POSITION TITLE: Project Management Assistant - Democracy and Governance Office.

5. MARKET VALUE: $43,027 - $62,397 USD equivalent to FSN-9
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Zimbabwe. Final compensation will be negotiated within the listed market value.


7. PLACE OF PERFORMANCE: Harare, with possible travel as stated in the Statement of Work.

8. SECURITY CERTIFICATION REQUIRED.

9. STATEMENT OF DUTIES:

   a. General Statement of Purpose of the Contract
      The Democracy and Governance (DG) Office is working to create conditions for credible democratic electoral processes, accountable and representative governance, and strong communities. In order to achieve this goal, DG collaborates with myriad Zimbabwean stakeholders, the private sector, other donors, as well as other USAID offices within the Mission and other sections of the Embassy. The Project Management Assistant works closely with the entire Democracy and Governance team and reports directly to the DG Office Director in support of DG’s goal and many partners. The Project Management Assistant must demonstrate strong initiative and organizational skills to provide efficient administrative and management support for the DG Team. S/he will support award management and administration, serving as Alternate Agreement Officer Representative and assisting activity managers. The Project Management Assistant will possess excellent English writing and verbal skills, place a high priority on attention to detail and organization, have a firm grasp of information technologies and their applications, and will be able to work both independently and collaboratively. The Project Management Assistant is responsible for developing efficient organizational and tracking systems, coordinating all office
operations, and implementing administrative procedures to ensure that the DG office functions effectively and efficiently.

b. Statement of Duties to be Performed

Program and Award Management and Support: 60% of time

The incumbent shall be assigned as Agreement/Contract Officer's Representative (A/COR), Alternate A/COR, and/or Activity Manager for specific activities within the DG portfolio. Responsibilities in these roles include independent site visits, monitoring and reporting, official documentation maintenance, data quality assessments, as well as delegated approval authorities for review and approval of implementing partner vouchers, workplans, reports, or similar products. The incumbent also supports the portfolio as a representative at technical meetings, with contractors or grantees, or with beneficiaries. The incumbent assists in the selection of partners via participation on Technical Evaluation Committees.

The incumbent serves as the Project Management Assistant for the entire DG Office. The incumbent will generate routine project documentation including, but not limited to, Global Acquisition and Assistance System (GLAAS) requests, payment requests/vouchers, project background information, and formal correspondence. The Project Management Assistant shall communicate with grantees to keep them apprised of any relevant issues or information, such as generalized Mission or Office information gathering or meetings of DG Chiefs of Party. The Assistant will maintain information on DG activities as well as appropriate distribution lists for communicating with partner personnel. The incumbent will be responsible for all aspects of office hard and soft file management; s/he will collect, collate and file program, technical, and administrative information for the DG Office. S/he will also draft routine correspondence to potential partner organizations that have requested financial assistance, in close collaboration with the technical team members and the Project Office.

Office Administration and Organisation: 40% of time.

The incumbent designs and implements tracking and organizational systems for a wide variety of office documents. This includes, but is not limited to, DipNotes, official correspondence, unsolicited proposals, country clearances, program implementation documents, calendar of events, etc. The ability to successfully manage the large amount of paperwork and official documentation requires superb organizational skills, the ability to effectively use IT systems, and attention to detail.

The incumbent is the administrative focal point for the DG Office. The incumbent is expected to arrange and schedule appointments, workshops, and meetings; escort visitors; update grantee contacts, biographies, award details, and other official functions; serve as timekeeper for DG staff; handle all travel and logistics arrangements for office staff and short-term visitors; handle the initial
processing for all vouchers for travel including through the USAID E2 system; and maintain contact lists and official correspondence. S/He manages office supplies as well as visitor access, motorpool, and other requests through the MyServices system, as needed, requiring close collaboration with various Embassy offices. The incumbent is expected to design, implement, and maintain electronic and hard copy filing systems. In close collaboration with the DG team, the incumbent will also assemble briefing materials for the Embassy, congressional delegations, and other VIPs as needed.

Timely and efficient execution of work assignments is required. As the incumbent is expected to handle a large volume of non-routine tasks, s/he must use initiative, imagination, and ingenuity to ensure that the various assignments are properly prioritized, sequenced, and completed on schedule for smooth office functioning.

c. Supervisory Relationship

Supervision Received: The incumbent will work directly under the DG Director or his/her designee. The incumbent is expected to work with minimal guidance from his/her supervisor. While the supervisor provides certain guidelines, priorities, and deadlines, the Project Management Assistant is expected to establish and carry out a large range of activities within his/her own recognized sense of priorities and responsibilities for the requisite office work. In addition, the incumbent will be expected to work in close cooperation with other staff in the office and across the Mission in order to coordinate support to the entire team. The supervisor approves leave requests and is responsible for preparing the incumbent’s Personnel Evaluation Report (PER).

Supervision Exercised: None

10. AREA OF CONSIDERATION:
All Zimbabwean citizens or legal Zimbabwean permanent residents with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. PHYSICAL DEMANDS:
The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov
II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** Minimum of two years college/university studies in commerce, business, social sciences, or related fields is required.
2. **Prior Work Experience:** Minimum of three years of progressively more responsible and independent administrative experience is required.
3. **Language Proficiency** Good oral and written command of the English language is required.

III. **EVALUATION AND SELECTION FACTORS**

Offerers who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

1. **Job and Technical Knowledge (50%)**
   - In-depth knowledge of USAID procedures, policies, and regulations; USAID work in the DG sector; and USAID/Zimbabwe’s Development Objectives.
   - A good understanding of the workings of the Government of Zimbabwe (GOZ), including the Parliament and Chapter 12 Commissions, and other donors.
   - Ability to analyze developments in the social, political, and operational environment and formulate sound recommendations to adapt DG programming and inform decisions and policies.

2. **Skills and Abilities (50%)**
   - Good implementation planning, organizational and analytical skills, including ability to track and report on actions and to coordinate between various implementing entities.
   - Interpersonal skills and ability to interact well with senior Embassy officials, GOZ representatives, donor colleagues, and people of various nationalities and widely varying backgrounds.
   - Demonstrated proficiency with MS Word, MS Excel, MS PowerPoint, other Microsoft applications, Google mail and other applications.
   - Proven ability to articulate common team goals and work collaboratively, constructively, and flexibly toward their achievement.
   - Ability to both take direction and set own targets to deliver timely for deadlines.
   - Excellent writing and effective oral communication skills.

IV. **PRESENTING AN OFFER**

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
   a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.

c. Please note: Applications should not be more than 1mb in size.

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. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number 20-01 Project Management Assistant (Democracy and Governance Office) in the subject line of the application e-mail and in the subject line of the application letter in the offer submission.

4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise, oral interviews, and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short-listed.

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 Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)