SUBJECT: Solicitation for two Cooperating Country National Personal Service Contractors (CCNPSC) Acquisition and Assistance Specialists (Ladder Positions)

Dear Prospective Offerors:

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

Offers must be in accordance with the Attachment, 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 USAID/Madagascar Point of Contact specified in the attached information.

Sincerely,

Linda Gregory
Contracting Officer
ATTACHMENT
Solicitation for two CCNPS-Cs
Acquisition and Assistance Specialists (Trainees), FSN- 9 Grade

I. GENERAL INFORMATION

1. SOLICITATION NUMBER 72068719R10005

2. ISSUANCE DATE May 29, 2019

3. CLOSING DATE/TIME June 19, 2019
   FOR RECEIPT OF OFFERS 18:00 local time

4. POSITION TITLE Acquisition and Assistance Specialist
   (two vacant positions)

5. MARKET VALUE: From MGA 35,763,992 to MGA 59,010,592 per annum,
   equivalent to FSN-9, in accordance with AIDAR
   Appendix J and the Local Compensation Plan of
   USAID/Madagascar. Final compensation will be
   negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: 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: USAID/Madagascar
   U.S. Embassy
   Lot 207 A, Point Liberty
   Andranoro Antehiroka
   Antananarivo 105
   Madagascar


9. STATEMENT OF DUTIES:

   1. Basic Function Of Position

The Acquisition and Assistance Specialist (Trainee) is located in the Office of Acquisition and
Assistance, USAID/Madagascar. The function of the Office is to provide Acquisition and Assistance
(procurement) support to Mission Technical Offices and Development Objective (DO) and
Assistance Objective (AO) Teams in the Mission. The primary purpose of this position is to perform
a variety of acquisition and assistance duties including procurement planning, preparation of
solicitations, cost analysis, negotiation, writing grants, cooperative agreements, contracts, and other
procurement instruments and preparing amendments in support of the Mission as well as award
administrations. The Specialist (Trainee) reviews and recommends approval or revision of
requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends
approval or revision of scopes of work (SOW)/Program Description (PD); drafts requests for
proposal or quote or request for application; performs cost and price analysis; analyzes proposals or
quotes or applications received; drafts contracts and contract modifications, assistance awards and
award modifications; analyzes proposed budgets; recommends revisions to various contract
provisions and provisions of assistance awards; writes Memoranda of Negotiation; and, prepares
other required documentation. The Specialist (Trainee) maintains contract and assistance files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Trainee) provides guidance related to administrative award modifications. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

2. **Major Duties And Responsibilities**

a. The Specialist (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/ Madagascar Technical Offices, DO and AO Teams. USAID programs are diverse and multi-sectoral. The Specialist (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices, DO, and/or AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated Purchase Orders, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.

b. The Specialist (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission, assisting in the preparation of annual procurement plans, clear and concise statements of work, program description, and supporting documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

**Pre-Award Duties** – the Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The Specialist (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The Specialist (Trainee) 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.

**Post-Award Duties** – the Specialist (Trainee) 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 (Trainee) manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with 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 (Trainee) conducts site visits and attends meetings. The
Specialist (Trainee) 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 (Trainee) 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.

d. The Specialist (Trainee) assists in the conduct of closeouts of contracts, grants, and 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.

3. **Supervisory Relationship**

The Acquisition Specialist (Trainee) works under the general supervision of the Senior Acquisition and Assistance Specialist/Contracting Officer/Regional Contracting Officer and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the broad range of developmental procurement actions the Trainee will perform. The Specialist (Trainee) will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing basic policy guidance on how to best fulfill requirements, with OFM and RLO as necessary, and with staffs of other agencies, and with awardees. The Specialist (Trainee) will keep the higher-level Specialist/Officer, and/or the Contracting Officer/Regional Contracting Officer, and/or his/her designee, updated through status reports and verbal briefings. Completed work is reviewed closely at this level, in terms of reviewing the procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

4. **Supervisory Controls**

This is a non-supervisory position.

**LADDER POSITION**

These positions are part of established career ladder positions, which provide for the potential to progress to the FSN-10 (Trainee) and, subsequently, to the FSN-11 grade level. Both positions will be filled at FSN-09, Trainee level. There is no potential for the Job Holders to become a permanent FSN-09 in these work assignments. Attainment of higher grade levels is contingent upon the Specialists (Trainees) successfully completing required training, meeting agree-upon objectives and milestones, performing in a Fully Successful (or equivalent) manner, and minimum of two years at each grade level. Grade increase to the FSN-10 and then to the target FSN-11 grade levels is not mandatory, and failure to achieve those high levels of performance will be the basis for dismissal.

10. **AREA OF CONSIDERATION:**

These vacancies are open to Malagasy citizens and non-Malagasy citizens lawfully admitted for permanent residence in Madagascar. Non-Malagasy citizens must have a long term Malagasy visa to be eligible for consideration, and will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

USAID policy is that the use of Malagasy citizens is preferred over the use of non-Malagasy permanent residents in order to integrate the U.S. foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. Therefore, Malagasy citizens will be evaluated in isolation first, and only when/if there is no Malagasy qualified, will non-Malagasy citizens be considered.
11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Dany Randrianatoavina
    antananarivoUSAIDHR@usaid.gov
    Phone: + (261) 33 44 320 00.

I. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education
   Possession of a Bachelor's Degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required.

b. Prior Work Experience
   Three or more years of progressively responsible experience in acquisition and assistance, procurement, purchasing, development assistance, or a closely related field is required.

c. Language Proficiency
   Minimum requirement is Level IV (full professional proficiency) in English and French. At this level, which is a US government standard for language proficiency, a person able to use the language fluently and accurately on all levels in both verbal and written communications and as normally pertinent to professional needs.

d. Ability to obtain medical and security clearances.

II. EVALUATION CRITERIA

Offerors who meet the minimum qualifications on education, years of relevant work experience and language proficiency will be further evaluated, through their offer package, based on the Quality Ranking Factors (QRF) listed below.

1- Education (10 points): up to five points will be given for a degree beyond Bachelor’s Degree in the relevant area; up to five points will be given for relevant training.

2- Experience (10 points): up to five points will be given for relevant experience beyond three years; up to five points will be given for relevant experience working with foreign or international development activities or organizations.

3- Language (10 points): up to five points will be given for oral English language proficiency above the IV level; up to five points will be given for written English language proficiency above the IV level.

4- Job Knowledge, (35 points)
   a) Knowledge of public and/or private-sector business processes (or ability to quickly gain such knowledge) (7 points);

   b) Knowledge and understanding of how to execute and administer a complex acquisition portfolio (or ability to quickly gain such knowledge and understanding), particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types (10 points);
c) Basic understanding of markets pertaining to program/project/activity requirements for services and commodities (10 points);

d) Good knowledge and understanding of US market and pricing methods (8 points).

5- Skills and Abilities (35 points)

a) Potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner (8 points);

b) Potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs (7 points);

c) Ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions (6 points);

d) Good analytical, negotiation, and time management skills, along with strong proofreading skills and attention to detail (6 points);

e) Ability to work calmly, tactfully, and effectively under pressure (4 points);

f) Ability to maintain confidentiality, and meet all standards of conduct/ethics standards throughout all phases of acquisition and assistance procurement processes (4 points).

An evaluation committee will evaluate each candidate who meets the minimum qualifications, against the evaluation criteria noted above. The committee may conduct interviews of the most highly ranked candidates before making a selection recommendation to the Selecting Official. The successful candidates will be selected based on a review of their qualifications, work experience, knowledge, skills, and abilities; interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. Testing of language skills may be required.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to submit the following. Incomplete submissions will not be considered:


b. Cover Letters: A cover letter, submitted in two versions, one in English and one in French, which will provide more details about how the applicant’s knowledge, skills and prior experience make him/her qualified for the position, specifically addressing each criterion of the listed QRF:

c. Curriculum vitae (CV) or resume: in English, with your telephone number and contact information (home or office address, e-mail address, etc.);
d. **Diplomas and certificates**: photocopies of any documents demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;

e. **References**: Offerors are required to provide at least five (5) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for top-ranked applicants. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the AID 309-2 form. The interviewing committee will delay such reference check pending communication with the applicant;

f. **Additional documents for non-Malagasy citizens**: Photocopy of Malagasy long term “visa de séjour” at the time of application.

2. Offers may be submitted:
   - in paper form at the Embassy, OR
   - electronically to the e-mail address: antananarivoUSAIDHR@usaid.gov.

Offers must be received by the closing date and time specified in Section I, item 3. To ensure consideration of offers for the intended position, Offerors must prominently reference the solicitation in the offer submission, as follows:

   - On the envelop for paper submission:
     USAID/MADAGASCAR
     EXO/HR

   - Subject line for electronic submission:
     SOL- A&A Specialist [your name]

If submitting electronically, all documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

V. LIST OF REQUIRED CLEARANCES FOR NEW EMPLOYEES

Once the Selecting Official (SO) informs the successful Offerors about being selected for the positions advertised, the SO will provide the successful Offerors instructions about how to complete following clearances.

i) Medical Clearance: Prior to signing a contract, the selected individuals will be required to obtain a medical clearance.

ii) Access Clearance: Prior to signing a contract, the selected individuals will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

VI. SALARY/BENEFITS/ALLOWANCES

Compensation and benefits will be in accordance with Local Compensation Plan of USAID/Madagascar.

1. **BASE SALARY**: will be negotiated within the range established for this grade level, between MGA 35,763,992 and MGA 59,010,592 per annum.

2. **ALLOWANCES**
   - Transportation allowance is 15% of basic salary
3. BENEFITS
- Employer contribution to Caisse Nationale de Prevoyance Sociale (CNaPS)
- Employer contribution to a health insurance plan for the selected individual and eligible family members

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

USAID regulations and policies governing CCNPSC awards are available from the USAID Human Resources office, or may be found online as follows:


   - AAPD 16-03  Expanded Incentive Awards for PSCs with Individuals Issued - June 15, 2016.

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)

Clearance:

Assefa Abebe Lemu: _________________________________ Date: _____________________