



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066318B00001

ISSUANCE DATE: April 12, 2018

CLOSING DATE/TIME: April 20, 2018 at 5:00 pm, Ethiopia local Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Solicitation for Resident-Hire U.S. Personal Service Contract (PSC)
Housing Assistant (two positions)
USAID/Ethiopia, Addis Ababa**

I. GENERAL INFORMATION

1. **SOLICITATION NO.** 72066318B00001
2. **ISSUANCE DATE:** April 12, 2018
3. **CLOSING DATE/TIME:** April 20, 2017 at 5:00 pm, Ethiopia local Time
4. **POSITION TITLE:** Housing Assistant
5. **MARKET VALUE:** \$35,359 - \$45,970 equivalent to **GS-7**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. **PERIOD OF PERFORMANCE:** One year, with possibility for extension with four year option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five year period of performance.
7. **PLACE OF PERFORMANCE:** USAID/Ethiopia, Addis Ababa
8. **SECURITY LEVEL REQUIRED:** Facility Access. The final selected candidates must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

Per AIDAR Appendix D, 1 (5), Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:

- (i) A spouse of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or
- (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides

9. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract*

The incumbent(s) coordinate the preparation of residential units for occupancy for all Mission agencies. Post's short-term leased (STL) residential inventory exceeds 140 units, requiring close coordination and strong working relations with Facilities Maintenance, Security, and Information Management (IMO), the warehouse section, the housing coordinator and the S/GSO in make-ready preparations of housing units for newly arriving personnel..

2. *Statement of Duties to be Performed*

Housing Coordination (90%)

1. In close cooperation with Facilities Maintenance, Security, IMO, Warehouse, and the Housing Assistant(s) initiate all residential make-ready preparations carried out by Embassy staff and contractors, to include work required during make-ready. Monitors progress thru weekly meetings.
2. The incumbent(s) work closely with property owners to ensure upgrades are carried out as negotiated by the GSO Realty Assistant.
3. The incumbent(s) coordinate landlord work to avoid conflict with Embassy staff's make-ready tasks.
4. The incumbent(s) oversee the installation of furniture, carpets, curtains/drapes, and appliances, and the physical arrangement of all issued property to the residence by Embassy warehouse staff. This requires close coordination with Facilities Maintenance, Security, IMO, and contractor make-ready crews to ensure immediate follow-on work without lost or overlapped days.
5. The incumbent(s) check all appliances and facilities to ensure they work properly: e.g. bathroom fixtures, lamps and light fixtures; refrigerator, etc.
6. The incumbent(s) advise the S/GSO of any potential problem areas, such as when make ready progress begins to slip behind schedule, of any matters that could possibly jeopardize meeting scheduled deadlines, and of any noticed or suspected problems and/or irregularities.
7. The incumbent(s) schedule final walk-through (preferably with sponsor) prior to every new occupant's arrival.
8. With Facilities, Property and Housing, the incumbent(s) visit each employee's residence prior to final departure from post, noting any damage and abnormal wear and tear to housing unit (walls, floors, gardens, fences, etc.), and reports findings to the S/GSO and the Housing Coordinator.
9. Re-measure each residential house unit to provide updated information for RPA to include; gross square meters, net square meters and gross square meters for the staff quarters, where applicable.
10. Responsible for reviewing all invoices submitted by contractors for residential cleaning and new drapes; the procurement requests are submitted by the Housing COR.
11. Works closely with the Realty clerks to maintain the make-ready schedule 3 and to keep the necessary sections informed of changes.
12. Update RPA, Real Property Application with new housing assignments.

- Responsible for safe handling of PII.
13. Will serve as Team Leader for make-readies of all residential units.
 14. Advises S/GSO and Housing Coordinator of any potential problem areas with make-readies, whether landlord, contractor, schedule problems, etc. Advises A/GSO of any problems related to non-expendable property in the residences.
 15. Recommends upgrades on currently leased homes.
 16. Will have direct contact with contracting service companies such as cleaning and drapes companies along with maintenance contractors.
 17. Must have good working knowledge of the FAM/FAH, Post Housing Handbook, housing regulations and standards.
 18. Engaged in overlapping tasks especially during the transfer season.
 19. Interacting with landlords and contractors to ensure they carry out necessary repairs/maintenance accordingly.
 20. Communicating unpleasant information to customers.

Back-Up GSO Housing Coordinator (10%)

Cover the duties and responsibilities of the Housing Coordinator in his/her absence.

Supervisory Relationship

No supervision responsibilities are anticipated for long term permanent employees.

Supervisory Controls

The incumbent(s) will report to USAID/Ethiopia Deputy Executive Officer.

10. AREA OF CONSIDERATION: U.S. citizens or resident aliens

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: *Shelby Hunt, S/EXO, and/or Fekadu Tamirate, HR Specialist*, email at addisusaidjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION (10 POINTS) Completion of a Bachelor's Degree in Business Administration, Management, Public Administration, Financial Management or relevant field.

WORK EXPERIENCE (30 Points): At least three to five years of progressively responsible experience in administrative support services.

LANGUAGE PROFICIENCY (10 points): Native English (reading, writing and speaking) at the full professional level. Candidate must have the ability to present analysis and recommendations in clear written and oral format.

KNOWLEDGE (25 Points): Ability to work effectively with minimal ⁴ supervision, prioritize numerous competing interests, coordinate multiple tasks and changing requirements in a varied and fast-paced environment is essential. Technical knowledge (housing standards, facilities and/or security experience) a

plus, but not required on job entry.

ABILITIES AND SKILLS (25 Points): Intermediate working knowledge of MS Office Suite (particularly Outlook, Word and Excel) required. Good customer-service skills and attention to detail is mandatory. Ability to tactfully interact in person, by email, and by phone. Grade 2 Ethiopian driver's license or the ability to get one is required.

III. EVALUATION AND SELECTION FACTORS

To be considered for this position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria, also listed below. Applicants are required to address each of the Selection Criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

Selection will be based on the following criteria (**Maximum of 100 Points Available**):

Education 10 point

Work Experience 30 points

Language Proficiency 10 points

Knowledge 25 points

Abilities and Skills 25 points

IV. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position.

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).**

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For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter.
2. *Eligible offerors are required to submit completed and signed form AID 302-3, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.*
3. Current resume/CV.
4. 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**.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
6. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say –: **72066318B00001 Housing Assistant**
7. Please submit the application only once; and
8. Work and/or residency permits must be submitted
9. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5 p.m.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO 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. *Finger Print Card (FD-258)*

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance

2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including

differentials and allowances.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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 and 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 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.