



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038820R10001

ISSUANCE DATE: October 2, 2019

CLOSING DATE/TIME: October 23, 2019

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Administrative Assistant, FSN-7

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,

Sara Suliman
Contracting Officer

U.S. Agency for International Development
U.S. Embassy
Madani Avenue, Baridhara
Dhaka-1212, Bangladesh

Tel: (880-2) 5566-2000
Fax: (880-2) 5566-2909
www.usaid.gov/bangladesh

ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72038820R10001

2. ISSUANCE DATE: October 02, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 23, 2019; 4:30 pm local time in Dhaka, Bangladesh.

4. POSITION TITLE: Administrative Assistant

5. MARKET VALUE: FSN-7, 40 hours equivalent (TK. 942,598.00 – TK. 1,624,739.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value based on the successful candidate's salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.

6. PERIOD OF PERFORMANCE: The period of performance is five years, with the possibility of extensions.

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

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Facility Access clearance.

9. AREA OF CONSIDERATION: This is a Cooperating Country National position, any Bangladeshi National is eligible to apply.

10. STATEMENT OF DUTIES:

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The incumbent will work closely with other EG Team members to help achieve the Mission's Development Objective 2: Food Security Increased and Objective 4: Responsiveness to Climate Change Improved. The incumbent is the Administrative Assistant in the Office of Economic Growth, an office with 29 positions, which manages over \$65 million in programs, the most diverse development portfolio in the Bangladesh Mission. He/she provides programmatic, administrative, secretarial and other support to the office. The Administrative Assistant is the principal timekeeper for U.S. Personal Services Contractors (USPSC) and Foreign Service National (FSN) staff of the EG Team and is also the primary file custodian and record manager for the EG team. The incumbent also supports a rigorous schedule of TDY visitors from Washington and other Missions, coordinating across the Embassy. Further, he/she provides support to EG through the coordination of all office training through TrainNET, and coordination of all official TDY visits. The incumbent coordinates and maintains a Government of Bangladesh contact list and steering group list. He /she is also expected to act as a mentor and resource point for all newly-hired EG team members, particularly Project Management Assistant and Administrative Assistant positions.

B. STATEMENT OF DUTIES TO BE PERFORMED

Programmatic Support

Provides direct support to EG programs/activities to include:

- Types correspondence, memorandums and principal documents containing project-related terminology and statistical information (e.g. letters to partners, trip reports).
- Drafts and formats responses to routine correspondence (e.g., NGOs request for USAID financial support, program information, referrals, etc.).
- Assists partners on participant training.
- Maintains up-to-date information on all projects managed by the EG Team, including information on personnel, host country counterparts, contractors, grantees and other implementing organizations.
- Electronically logs correspondence in and out, reviews incoming routine correspondence and makes initial assignment of action based on content, and maintains action log.
- Acts as mentor to new team members, particularly Program Management Assistants, for coordination and efficiency purposes.

Office and Programmatic Record File Management

Manage EG program/activities files to include:

- Primary file custodian is responsible for ensuring record management deadlines are met and oversees the following: file management, vital records, retiring files.
- Files and retrieves multiple activity documents, reports and correspondence utilizing extensive, complex filing system in accordance with USAID Automated Directive System (ADS); and organizes electronic files in the shared drive.
- Responsible for maintaining, tracking and verifying important documentation (e.g., MAARDS, procurement waivers, budgets, result reports, Cooperative Agreement plans and budgets, grantee commodity inventories and disposition reports, etc.) is properly prepared, is appropriately formatted, and is appropriately disseminated.
- Consistently maintain and update the EG team and working groups files, both hard copy and electronic, by reading incoming and outgoing messages and documents, assessing their importance and using judgment in determining if and where they need to be maintained on a permanent basis.
- Serves as the team's documentation coordinator, responsible for a) maintaining a storage and retrieval system for technical assistance reports; grantee/contractor progress reports; trip reports; scientific, program and activity reports; and other technical information; and b) ensuring that technical assistance reports, sector documents and information are properly disseminated, and classified. This responsibility requires the understanding of OPHNE technical materials and the knowledge of the principles of information storage and classification systems.
- Maintains up to date contact lists for Government of Bangladesh EG contacts and task groups.

Administrative/Secretarial Support, General Services, Logistics, Coordination

Provides administrative, logistical, and coordination support to the team, including:

- Answers telephone and directs calls to appropriate team members; directs visitors.
- Maintains time and attendance reports and records for both USPSC and FSN employees.
- Records minutes/agreements of the team and working group meetings, as needed;
- Ensures appropriate supplies and services are available (stationary and equipment repair).
- Arranges for extensive transportation and travel for the Office Director, Team Leaders and other Americans in EG and for visitors. Prepares travel requests and vouchers using "Travel Manager" and makes conference arrangements.
- Arranges appointments with senior Host Country Officials, U.S. Mission Officials, other donors, host country agencies, and other organizations and individuals. Collects related background data/materials for appointments and conferences.
- Maintains up-to-date appointment calendar for selected personnel and EG Conference facilities; ensures that the team and working groups use and maintain daily calendars.
- Coordinates all office training through TraiNET.
- Coordinates all TDY visitors to the EG team.
- Coordinates IT support for the EG Team.
- Coordinates GSO support for the EG Team.

The above responsibilities involve a clear understanding of USAID regulations and guidance concerning clearance procedures and documentation practices. It also involves basic knowledge of the Food Security, Environment, and EG sectors and the major EG organizations in Bangladesh, the functions of the EG Team, and the basic content of EG Team programs. These responsibilities also require independent thinking and exercise of judgment in scheduling, planning, drafting correspondence, and facilitating schedules and communication among team members.

C. SUPERVISORY RELATIONSHIP

The incumbent will be supervised by the EG Office Director or his/her designee.

D. SUPERVISORY CONTROLS

None.

11. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands.

12. POINT OF CONTACT: Abdul Kayum, akayum@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: At least two years of full time post-secondary study (or the equivalent hours spread across a part time study period) at college or university is required.

Prior work Experience: Three years of progressively responsible experience as an administrative assistant preferably with development assistance or related work.

Job Knowledge: Knowledge/understanding of nature and goals of the EG portfolio; understanding of project documentation; knowledge of basic office procedures and conduct.

Skills and Abilities: Intermediate computer skills (word processing, spreadsheets and e-mail programs.) Must be able to follow instructions and also should have the capability to draft correspondence in English clearly presenting the facts relating to actions to be addressed. Ability to organize and present factual information from program partners and working groups in minutes, task lists, summaries of documents. Good office etiquette and interpersonal skills necessary. Ability to prioritize tasks. Ability to maintain complex filing systems; organize and maintain documentation classification systems; provide instruction and oversight on the use of a computer based communication network; identify constraints and provide remedies in the Team's information flow.

III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the following selection criteria:

- A. Education: (10 Points)
- B. Prior Work Experience: (40 Points)
- C. Job Knowledge: (20 Points)
- D. Skills and Abilities: (30 Points)

IV. INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form **AID 309-2, "Offeror Information for Personal Services Contracts,"** available at <https://www.usaid.gov/forms/aid-309-2>. The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.
2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
 - a) **Education:** how your education level meets the minimum requirements.
 - b) **Work Experience:** how your prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:

- a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - b) Specific duties performed that fully detail the level and complexity of the work.
 - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives;
 5. A passport size photograph (taken within six months), a copy of Passport or Voter ID or Driver's License and copy of educational or trade school certificate as required.

WHERE TO APPLY:

Applications must be addressed to:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue, Baridhara

Dhaka – 1212

Applicants must submit the full application package either

- By regular mail (postal service)
OR
- Deliver by hand to the South barrier of the U.S. Embassy
OR
- Submit an online application as detailed below to be considered. Failure to do so may result in a determination that the applicant is not qualified. (Online Application Process instructed below)

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Online Application Process:

Applicants would be required to create or already have a personal GMAIL account to access the online form.

Access the 'USAID/Bangladesh Online Recruitment Form' [HERE](#).

Follow the instruction within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

When an offer for the position is made, the successful candidate will be required to complete the following:

1. Medical examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

VI. BENEFITS/ALLOWANCES

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

BENEFITS

- Provident Fund Contribution (10% of base salary) after one year
- Annual & Sick Leave
- 2 Festival Bonuses
- Medical reimbursement
- Life insurance

VII. TAXES

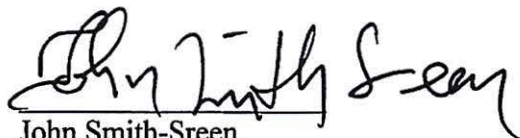
Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

VIII. 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>

Clearance:



John Smith-Sreen
EG Office Director

9/30/19
Date



Sara Suliman
Acting Supervisory Executive Officer

10/01/19
Date