SOLICITATION NUMBER: 72038822R10022

ISSUANCE DATE: July 21, 2022
CLOSINGDATE/TIME: August 11, 2022; 04:30PM

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Assistant (Budget), FSN – 09

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking 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 solicitation material for their records.

This solicitation does not obligate USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Sara Suliman
Contracting Officer

Digitally signed by Sara Mohy Suliman (affiliate)
Date: 2022.07.19
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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72038822R10022

2. ISSUANCE DATE: July 21, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 11, 2022 at 4:30 pm local time in Dhaka, Bangladesh.

4. POINT OF CONTACT: Abdul Kayum, email at akayum@usaid.gov. Please DO NOT send applications to this email address. For instructions on how to apply, see section IV & V of this solicitation.

5. POSITION TITLE: Project Management Assistant (Budget), FSN – 09

6. NUMBER OF VACANCIES: One (1)

7. MARKET VALUE: FSN-09, 40 hours equivalent (TK. 2,026,734.00 – TK. 3,637,020.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value

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

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

10. ELIGIBLE OFFERORS: This is a Cooperating Country National position; all Qualified Bangladeshi Nationals are eligible to apply.

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

12. STATEMENT OF DUTIES:

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

This position of Project Management Assistant (Budget) is located in the Economic Growth Office (EGO), USAID/Bangladesh. S/he performs budget implementation, management, and analytical services to the EGO, which has a budget of over $60 million. The primary purposes of this position are twofold: a) prepare and manage EGO budgetary information systems; and b) manage and monitor the budgets of EG projects in agriculture, nutrition and food security, and environment. S/he exercises a significant level of independent work and is expected to call upon his/her highly skilled financial expertise, detailed knowledge and understanding of all activities undertaken by EGO, and to be familiar with USG and Agency policies and procedures as related to US development assistance.

B. STATEMENT OF DUTIES TO BE PERFORMED

EG Program Budget Analysis and Information System Management

1. The Project Management Assistant (Budget) serves as advisor on financial management for the EGO portfolio; budgeting; and related program planning, implementation, monitoring, and procurements. Responsible for understanding the guidelines, policies, and procedures unique to FtF.

2. S/he develops, analyzes, monitors and reports on the EGO budget, procurement and financial management processes. S/he conducts financial data gathering and analysis, and is an interlocutor with donors, implementing
partners, and GOB counterparts to inform program, financial and budgeting decisions. S/he must verify available funds, pipelines, liquidation of advances, and incremental funding, and ensure that obligations and expenditures conform to USAID regulations regarding forward funding as well as agreements, work-plans, and allocated budgets. In addition to responsibilities related to EGO agreements, s/he maintains a current obligation schedule for all EGO agreements and supports the Office Director in formulating budget plans and reports. S/he is the key contact for EGO budget planning and other financial exercises, which are required on a quarterly basis.

3. The Project Management Assistant (Budget) collects and compiles accrual information and compiles financial reports and presents them to EGO, Program Office (PRO), and Financial Management Office (OFM) teams for review and action.

4. The Project Management Assistant (Budget) has cross-cutting responsibilities to provide budgetary guidance and support to all EGO staff who manage specific activities. S/he will be responsible for managing the main budget components: the DOAG budget under the CDCS and Country Food Security Strategy (CFSS), earmarks, and tracking field support budgets. S/he will work with the technical staff in generating government cost estimates, and justifications for funding priorities. S/he will also represent the EGO focal person on 1311 reviews in collaboration with counterparts in OFM, and represent EGO in quarterly financial reviews. S/he also is a Global Acquisition and Assistance System (GLAAS) “Super-User,” entering financial information into databases for management and oversight purposes. S/he will ensure pre-obligation checklists and GLAAS requisitions are appropriately entered and tracked.

5. The Project Management Assistant (Budget) serves as the main liaison with the Office of Acquisition and Assistance (OAA), managing actions totaling over $60 million in FY2018 and including tracking donor investments into the portfolio. S/he maintains, manages and tracks all procurement actions for EGO and ensures that all actions are updated and approved in a timely manner. S/he provides advice to AORs/CORs on correct and appropriate preparation of procurement documents, and is responsible for circulating and obtaining the necessary clearances and approvals for all procurement documents. S/he ensures that automated directives and policies are followed for a variety of actions such as justification waivers, scopes of work, competition requirements, and cooperative agreement amendments. As EGO’s main liaison for procurement actions with the Executive Office (EXO), s/he is responsible for developing all necessary documents (memos, justifications and budgets) and processing purchase orders.

Program Management Support

1. The Project Management Assistant (Budget) has the skills and professional expertise to assist diverse staff on the EGO team in program monitoring, implementation and reporting. In close coordination with the HR staff of the EXO and OAA, the Project Management Assistant (Budget) assists the Office Director to track HR actions for funding staff contracts, travel and training, as well to track HR actions for recruiting new staff and ensuring availability of funds. S/he works as a point of contact of EG Team with HR for maintaining and ensuring necessary funding for FSN, USPSC, TCNPSC contract budgets, incremental funding, and support costs. The incumbent also works as the point of contact for managing program-funded FSNs, Fellows, and Personal Services Contractors (PSC). S/he prepares the budgets, requisitions and accruals, and is responsible for analyzing projected and actual funds obligations for the PSC contracts and their support costs.

2. As the Project Management Assistant (Budget), s/he will periodically serve as alternate AOR/COR for EGO programs when needed. S/he is also responsible for ensuring timely close-out of FtF grants and contracts. S/he performs project financial analyses, including tracking expenditures, preparing vouchers, calculating accruals, and maintaining financial reports on close-out files. S/he works with CORs/AORs to conduct analyses and prepare: 1) documentation to resolve audit findings and recommendations, 2) contractor/grantee performance evaluations, 3) final project status reports, 4) dispositions of non-expendable property, and 5) memoranda recommending final close-out of grants/contracts, audits or projects. S/he keeps the Office Director apprised of issues on a regular basis. The incumbent will perform other duties as assigned or required to support the smooth functioning and performance of the EGO team.

C. SUPERVISORY RELATIONSHIP

Must be able to work with minimal supervision. Works independently and receives supervision, instruction and tasks from the Office Director.
D. SUPERVISORY CONTROLS
None.

13. PHYSICAL DEMANDS
The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Two years of College/University Studies in Social Science, Budget and Finance, Agriculture, Environment, or related discipline is required. Applicants with Bachelor’s or higher degree are encouraged to apply.

Prior work Experience: A minimum of five year of progressively responsible experience in budget, financial, or program management with a large organization, preferably in the food industry or agriculture sector, or with a government entity or non-governmental organization.

Job Knowledge: The incumbent must have a comprehensive knowledge of accepted practices of financial accounting, practices, and terminology. The incumbent must have a general familiarity with the best practices in development project design, implementation, management and evaluation, and specialized knowledge that would allow the use of analytical tools using statistical or mathematical techniques to generate reporting to facilitate senior level decision making in allocation of resources.

Skills and Abilities: Requires excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. Must be able to obtain, analyze, and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences, including senior management staff; and provide solid analysis to support findings. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. The ability to develop and maintain cordial, professional relationships and perform in a team environment is a must. A high degree of computer literacy is required including the ability to create and manipulate budget spreadsheets and develop and manage complex accounting and control systems. Other essential skills required include an advanced level of experience working with database and spreadsheet applications in order to conduct statistical analysis using sophisticated mathematical and IT analysis techniques.

Language Proficiency: Bangla and English proficiency Level IV (written, reading, and oral) is required. English level will be tested.

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:

- Education: 20 Points
- Prior Work Experience: 30 Points
- Job Knowledge: 25 Points
- Skills and Abilities: 25 Points
IV. SUBMITTING AN OFFER

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 HERE. 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 a candidate's education level meets the minimum requirements.
   b) Work Experience: how candidate is 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. To fully evaluate each application, every 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.

V. WHERE TO APPLY

Applications must be addressed to:
Human Resources Office
Attention: Executive Officer
USAID, Embassy of the United States of America

*Applicants must submit the full application package via the online application portal as detailed below to be considered. Failure to do so may result in a determination 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 instructions 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 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.

VI. 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.

VII. 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 (Included in above mentioned annual package “7. Market Value”)
- Medical reimbursement
- Life insurance

VIII. 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.

IX. 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


3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal

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)

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered
regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying
handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit
factor. Management may consider the following when determining successful candidacy: nepotism,
conflicts of interest, budget, and residency status.

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