Re-advertisement

SOLICITATION NUMBER: 72038620R10016

ISSUANCE DATE: September 03, 2020

CLOSING DATE/TIME: September 17, 2020 Indian Standard Time (IST)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) – Secretary.

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 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 Attachment 1.

Sincerely,
Edward Michalski
Contracting Officer

Digitally signed by Edward Michalski
Date: 2020.09.02 10:50:29 +05'30'
Re-advertisement

1. GENERAL INFORMATION

1. SOLICITATION NO.: 72038620R10016

2. ISSUANCE DATE: September 03, 2020

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: September 17, 2020, Indian Standard Time (IST)

4. POINT OF CONTACT: Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov

5. POSITION TITLE: Secretary

6. MARKET VALUE: INR 690,674 – INR 1,068,843 equivalent to FSN-7. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

8. PLACE OF PERFORMANCE: New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

9. ELIGIBLE OFFERORS: Cooperating Country Personal Services Contractor (CCNPSC)

10. SECURITY LEVEL REQUIRED: Security Clearance from the Embassy’s Regional Security Office

11. STATEMENT OF DUTIES

The Secretary is located in USAID/India, Office of Program Support, and serves as the principal administrative support person for the Office Chief, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The Secretary is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy,
USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner. The job may be expected to perform work-related travel.

The incumbent’s responsibilities include:

a. The Secretary receives and places phone calls, sends and receives E-mails and Faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes at meetings when requested. The Secretary schedules appointments based on a good knowledge of the supervisor’s commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Secretary takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answering questions personally; maintains time and attendance records; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Secretary to the Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The Secretary meets with other Mission support staff on a regular and recurring basis. S/he performs liaison functions with several key partners – Government of India (GOI) at Central and State level, United Nations, multilateral partners and implementing partners. S/he makes travel arrangements including the preparing of travel orders and other related documents; prepares and computes per diem vouchers; makes arrangements for participants to attend international conferences/meetings which are funded by USAID such as the GOI etc.; sends Travel Concurrence and Country Clearance Cables on behalf of the Office Director; makes sure these travelers are on the Embassy visitor’s List; prepares Tax Exemption letters, debriefing etc. for these travelers.

b. The Secretary maintains control of all correspondence for the Office, including program/project/activity files provided by CORs/AORs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and the Host-Country language, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Secretary reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Secretary distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures.
c. The Secretary uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Secretary locates documents routed for clearance, and obtains and tracks clearances and signatures.

d. The Secretary establishes and maintains files according to standards set by the Mission C&R Technician/Supervisor in EXO, and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor’s signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. The Secretary maintains and updates Office Handbooks and other documents, such as visitors’ lists, telephone listings, personnel rosters, vacation schedules, etc.

a) Supervisory Relationship: The Secretary receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities.

b) Supervisory Controls: The Secretary independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Completion of Secondary Schooling and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

b. Experience: A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.

c. Language Proficiency: Level IV (fluent) oral and writing ability in English and the most widely spoken Host-Country language is required.

d. Job Knowledge: The Secretary should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Secretary should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
e. **Skills and Abilities:** The Secretary must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Secretary must be proficient in using the Internet and E-mail.

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Job knowledge and skills (30 points)
- Education (10 points)
- Work Experience (25 points)
- Communication Skills (15 points)
- Writing Skills (20 points)

### IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the DS-174 application for employment as a locally employed staff or family member(attached). **Please note:** Must answer all the questions in DS-174 application form. You may also click the link below to access the above form: http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc.

2. Submit electronic copies of applications to: indiaper@usaid.gov.

3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form. Applications without reference to a specific solicitation number will not be accepted.

4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:

   - USAID Website
   - Internal Circulation
5. 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.

6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

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

BENEFITS AND ALLOWANCES:
The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

TAXES:
All Locally Employed Staff (including CCN) are required to pay income tax to the Government of India.

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

USAID regulations and policies governing CCN and 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)

**NOTES:**

**Probationary Period:** This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Cooperating Country National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate’s responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Cooperating Country National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.