The Solicitation closing date has been extended until May 1, 2022/ 23.59 hours Indian Standard Time (IST)

SOLICITATION NUMBER: 72038622R10013

ISSUANCE DATE: March 25, 2022

CLOSING DATE/TIME: May 1, 2022 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) – Project Management Assistant.

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 a 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,

R. Christopher Gomes
Contracting Officer
The Solicitation closing date has been extended until May 1, 2022/ 23.59 hours Indian Standard Time (IST)

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72038622R10013

2. ISSUANCE DATE: March 25, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 1, 2022 / 23.59 hours Indian Standard Time (IST)

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

5. POSITION TITLE: Project Management Assistant.

6. MARKET VALUE: INR 901,312 – INR 1,390,859 equivalent to FSN-8. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. 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 Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.


11. STATEMENT OF DUTIES

a) General Statement of Purpose of Contract
This position is located in the General Development Office (GDO). The incumbent serves as an Administrative and Project Management Assistant (PMA) and will provide substantive support to GDO for day-to-day project performance management, and administrative assistance. Under the direct supervision of the GDO Director s/he will have primary responsibility for tracking project information about performance measures, quarterly and annual progress reports, creating performance dashboards, and developing weekly outreach bullets. The incumbent will provide administrative support to the GDO team including development specialists. Depending on the evolving size of the Office portfolio at a given time, the incumbent in addition to providing administrative and project management services may be asked to serve as a lead or alternate Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) for GDO programs. S/he will keep abreast with the current issues and challenges in the GDO sectors including all activities being implemented through the office. S/he maintains necessary project documentation and periodic status reports. Under the guidance of the senior Project Management Assistant and several Development Assistance Specialists. S/he will support them in tracking office budgets, procurement actions, obligations, financial pipeline for individual projects, performance management indicators, annual reporting; partnerships and leveraging; and communication and outreach activities with respect to the GDO portfolio (Environment, Water, Sanitation, and Hygiene, Education, Biodiversity, and Tibet programs). The job may be expected to perform work-related travel.

The incumbent works under the immediate supervision and guidance of the Office Director or his/her designee.

b) Statement of Duties to be performed

1) Administrative Assistance 40%

The incumbent provides administrative support to the whole office through correspondence control, supporting appointments, managing visitors, maintaining official files, and creating trackers to manage clearances. S/he maintains an active filing system for all Office activities and designs the Office filing system. S/he serves as the Points of Contact (POC) for all office related travel arrangements which includes preparing travel orders, securing reservations with the travel office and organizing other logistics around travel. The incumbent serves as the Office timekeeper; maintains time and attendance records and submits attendance reports to the Office of the Controller. The incumbent is responsible for the documentation and filing of all GDO projects related documents including progress reports, accruals, approvals, and communication materials.

2) Program Management Assistance 40%

The incumbent supports the GDO office CORs/AORs by performing or coordinating a variety of technical and program management tasks, including, but not limited to coordinating the documentation of project procurement documents, the Operational Plans (OPs), Congressional Budget Justifications (CBJs), and Project Performance Reports (PPRs). S/he coordinates and organizes GDO inputs to other support offices in processing contracting and program actions.
The incumbent will serve as the office Points of Contact (POC) for all matters related to processing Global Acquisition and Assistance System (GLAAS) actions. S/he will ensure that all the GLAAS actions for all programs/projects are completed in a timely manner. S/he will serve as the POC for any office program audits and follow through on findings and recommendations. S/he will liaise with the USAID Development Specialists, Program Office and Regional Financial Management Office (RFMO) to coordinate audit closeout meetings and organize supporting materials.

S/he develops and maintains information databases, including but not limited to key POCs among various stakeholders in the Government of India; implementing partners (IPs), governments, embassies, academic and research institutions that work on related sectors. She will support information requests from Washington, D.C. and external stakeholders on GDO programs. S/he attends program reviews, management team meetings for Education, Tibet, Water, Sanitation, and Hygiene, and Climate Change programs, by keeping meeting notes/reports in a timely fashion. S/he will be responsible for sharing these materials to all audiences.

S/he will assist the office leadership and GDO Specialists in drafting action memos, weekly and monthly newsletters, briefing memos, talking points, letters, financial tables and statements. S/he will work closely with the Mission’s Communication Specialists and Program Managers to ensure project results, impact/success stories are produced and disseminated in a timely manner for advocacy purposes in line with USAID’s communication strategy. S/he will work closely with the national and international implementing partners to gather content and developing communication materials for dissemination through social and traditional channels. The incumbent provides support to the Office and assists in organizing partner meetings, trainings, events and field/site visits for high level visitors. S/he is responsible for maintaining factsheets, bulletins; news articles on GDO supported activities and assist the Specialists with drafting of speeches/comments by the Senior Management at project events.

The incumbent will be expected to serve as the Activity Manager for several field support activities within GDO each ranging from $1-5M.

3) Performance Management Support 20%

The incumbent will be responsible for developing databases to support monitoring of all activities being managed by GDO. S/he may need to accompany project officers on site visits to coordinate with the IPs to discuss collection and reporting across metrics. S/he will serve as the POC for the new Agency platform Development Information Solution (DIS) and support all the development specialists in reporting performance updates through the system. S/he will also be responsible for creating and maintaining data quality assessments for each award to ensure compliance. S/he will create and provide regular reports and dashboards on the performance of various awards highlighting areas of concern. S/he also will work closely with the development specialists in GDO in the development of monitoring and evaluation plans.

c) Supervisory Relationship: Incumbent reports to the GDO Office Director or his/her
d) **Supervisory Controls:** Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The incumbent 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:** Minimum of college or university studies in Arts, Commerce, Economics, Science, English, International Studies, Sociology, Political Science, Management, Communications or related field.

b) **Prior Work Experience:** Minimum three years of progressively responsible experience in providing project management support, technical assistance or related work with an international or donor organization, or equivalent with a private or host-government entity is required.

c) **Language Proficiency:** Level IV (fluent) English and Hindi language proficiency, in speaking, reading and writing, is required.

d) **Job Knowledge:** A sound understanding of project management concepts, principles, and practices, with a good knowledge of host-country economic, social, cultural, and political characteristics is necessary.

e) **Skills and Abilities:** The ability to establish and maintain contacts with counterparts in relevant host-government and partner organizations is required. The ability to communicate effectively, both orally and in writing, is necessary. The ability to obtain, evaluate, and analyze and interpret data and to prepare precise, accurate, and complete information for required reporting is necessary. The ability to recognize significant developments and trends gleaned from the collected data and bring it to the attention of supervisors is required. The ability to work and coordinate activities with a variety of international and national stakeholders and several staff members within the agency is required. Computer literacy (e.g. application of Microsoft Office - Word, Excel, PowerPoint (and similar Google suite applications), application of statistical packages is required.

**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.

**A. SELECTION PROCESS:**

**Phase-I:** Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

**Phase-II:** The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

**Phase-III:** The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

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

- Job knowledge (30 points)
- Prior Work Experience (10 points)
- Ability and Skills (40 points)
- Writing Skills (20 points)

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit form 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:

2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application

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

4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
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.

7. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

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

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee’s salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee’s credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission’s Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.
VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:


2. ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) Definition. As used in this clause -

United States or its outlying areas means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and


(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)
USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at https://www.saferfederalworkforce.gov/contractors/.


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<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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| 0001        | Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info: TBD | 1 | LOT | $_TBD_ | $_TBD at Award after negotiations with Contractor |


5. **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/resources_standards-of-conduct.

6. **PSC Ombudsman:** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

**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.

**Relocation and Housing:** Applicants living outside New Delhi/NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

**Age Requirement:** As per the Mission policy, the mandatory 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.