



USAID | BENIN
FROM THE AMERICAN PEOPLE

Amendment 1

SOLICITATION NUMBER: 72068022R100001:

ISSUANCE DATE: October 18, 2021

CLOSING DATE/TIME: November 12, 2021 at
12:00 noon Cotonou Local Time

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) **Administrative Assistant**

(Local Compensation Plan)

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 offers.

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

Note: The reason of this amendment is to replace the link to access the U.S. government AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals).

Everything else on the initial solicitation remains Unchanged.

Sincerely,

James Berscheit
Regional Executive Officer, West Africa

U.S. Agency for International Development
C/O American Embassy, 01 B.P. 2012
Cotonou, BENIN

Tel: (229) 21-36-76-00, 21-30-06-50
Fax: (229) 21-30-12-60
<http://www.usaid.gov/bj>

I. GENERAL INFORMATION

1. **SOLICITATION NO: 72068022R100001: Amendment 1**
2. **ISSUANCE DATE:** October 18, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 12, 2021 at 12:00 noon Cotonou Local Time
4. **POINT OF CONTACT:** Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov
5. **POSITION TITLE: Administrative Assistant**
6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-07**, which is between **FCFA 6,996,660 – FCFA 12,943,818**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Benin. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five-year renewable contract. The estimated start date for this position is February 2022 or sooner. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.
8. **PLACE OF PERFORMANCE:** Cotonou, Benin with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFEROR:** Both Cooperating Country National (CCN) and Third Country National (TCN) Personal Service Contractor (PSC) are eligible offerors. (Per ADS309.3.1.4 (d) Order of Preference for Types of PSCs).
10. **SECURITY LEVEL REQUIRED: Employment Authorization**
11. **STATEMENT OF DUTIES:**
 - a) **General Statement of Purpose of the Contract**

The Administrative Assistant serves as the principal administrative support person for the Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant 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.

b) Statement of Duties to be performed

- The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host- Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and takes minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes. **25%**
- The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, 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 Administrative Assistant 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 Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures. **25%**
- The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence

and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules. **25%**

- The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, 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 Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder. **25%**

c) **Supervisory Relationship**

The Administrative Assistant receives supervision from the Executive Office Team leader, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant 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.

d) **Supervision Control**

Full supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS:

The work requested for this position does not involve undue physical demands

II. MINIMAL QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be reviewed accordingly. The minimum qualifications required to be considered for the position are as follows:

- a) **Education:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma.

- b) **Prior Work Experience:** A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- c) **Language Proficiency:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- d) **Job Knowledge:** The Administrative Assistant 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 Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.
- e) **Skills and Abilities:** The Administrative Assistant 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 Administrative Assistant 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>

Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications. After candidates' applications have been reviewed, **only** those which give evidence of meeting the minimum requirements for education, prior work experience and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Selection Factors:

1. **Education:** Two or more years of post-secondary schooling in Secretariat Science or Business Administration or other related field equivalent to a US Junior college or community college diploma is required.
2. **Prior work experience:** A minimum of three years of administrative or secretarial work experience of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organization (NGO), other donor organization, host government organizations or private sector institution is required

3. **Language proficiency:** English and local working language at an advanced professional proficiency (Level 4) is required; the written portion will be tested here.

Evaluation will be based on the following:

- a. **Prior Work Experience (45 Points):** A minimum of three years of administrative or secretarial work experience of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organization (NGO), other donor organization, host government organizations or private sector institution.
- b. **Job Knowledge (25 Points):** The administrative Assistant should be familiar or able to quickly become familiar with the responsibilities and activities of the Office of assignment, as well as the possess a general knowledge of standard office procedures and practices. The administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling and correspondence formatting.
- c. **Skills and Abilities (15 Points):** The administrative Assistant 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 Administrative Assistant must be proficient in using the internet and email.
- d. **Language Proficiency (15 Points):** Level 4: advanced professional proficiency, English and French proficiency, both oral and written.

USAID policy specifies that a Cooperative Country National (CCN) is preferred over a Third Country National (RCN). Therefore, CCN and TCN offers will not be evaluated together. ISAID will evaluate CCN offers first and if the Contracting Officer (CO) determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

- 1) Eligible Offerors are required to complete and submit the following documents, or their applications will not be considered for this position:
 - a) Signed U.S. government AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals) which is available at the following link: [https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual .doc](https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual_.doc).
 - b) All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-2 is the **base salary paid**, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov.

- c) A cover letter in which you discuss only the relevant portion of your experience which qualified you for the Job we are offering in this solicitation.
- d) A current curriculum vitae (CV), in English. The CV (Resume) must contain sufficient relevant information to evaluate the application in accordance with the criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required.

Submission of a resume alone IS NOT a complete application. This position requires the completion of the forms and supplemental materials/information as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English Language.**

- e) Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews (as needed). Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

- f) Relevant educational certificate (s), and resident permit (as needed).

- 2) 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 1**.
- 3) Offeror submission must clearly reference the solicitation number on all offeror submitted documents.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: cotonouhr@usaid.gov, and copy Clemencia Acacha at cacacha@usaid.gov, and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (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. Background Investigation Form
3. Fingerprint 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:
 - Medical Insurance
 - Annual Leave
 - Local and American Holidays
 - Annual Bonus
2. ALLOWANCES:
 - Miscellaneous Benefits Allowance
 - Education Allowance (as applicable)

VII. TAXES

Taxes calculation and payment are made as per the local compensation plan.

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:

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/>. Pricing by line item is to be determined upon contract award, as describe below:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	General Information - Grade Equivalent/ Step Equivalent - From / To	1	1	N/A	TBD at Award after negotiations with Contractor_
0002	Salary - Annual Salary (LCP) Step	1	1	CFA	TBD at Award after negotiations with Contractor_
0003	Benefits - Miscellaneous Benefit Allowance	1	LOT	CFA	TBD at Award after negotiations with Contractor_
0004	Social Security - CNSS	1	LOT	CFA	TBD at Award after negotiations with Contractor_

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>
5. **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.