



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066321R10005
ISSUANCE DATE: April 10, 2022
CLOSING DATE/TIME: April 25, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor CCNPSC to serve as a **Travel Assistant** in the Executive office.

Dear Prospective Candidates:

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. Candidates 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.

Sincerely,

Alula Abera
Contracting/Agreement Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066321R10005
2. **ISSUANCE DATE:** April 10, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 25, 2022, no later than **5:00 p.m (EAT) (close of business).**
4. **POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
5. **POSITION TITLE:** **Travel Assistant**
6. **MARKET VALUE:** **\$12,133 – \$21,829 yearly** i.e., equivalent to **FSN - 08**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
7. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be *from 08/25/2022 – 08/24/2027*.
8. **PLACE OF PERFORMANCE:** ***US Embassy, Entoto Road, Addis Ababa***, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Facilities access.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

The Travel Assistant serves as the Mission subject matter expert on travel for USAID/Ethiopia and USAID/Djibouti, ensuring that Mission staff involved in preparing Travel Authorization's (TA's) for temporary duty (whether trip TAs or Open Authorizations) are aware of Mission, Agency and Federal regulations on travel. The incumbent also prepares all travel authorizations involving entitlement travel by international staff and serves as the Mission point of contact with the Travel Management Center (TMC) to ensure compliance with USAID travel regulations and to resolve problems encountered by Mission travelers receiving TMC services. The incumbent also

serves as the Mission POC for issues with the Agency's e2 system and maintains internal Mission trackers on travel and visitors. In connection with assignment travel for incoming staff, the Travel Assistant is responsible for maintaining the EXO tracker on incoming international staff, and for issuance of the Mission welcome letter to incoming and visiting international staff.

2. *Statement of Duties to be Performed*

Oversight of Mission Travel Programs (40%)

- Serves as the Mission travel point of contact and dedicated subject matter expert for all Mission travel, both domestic and international, providing timely and accurate guidance to all Mission personnel.
- Prepares and manages Mission policies and standard operating procedures relating to travel.
- Plans and implements on-the-job training of all employees involved in travel and conducts orientation sessions with new employees to ensure staff are informed on travel policies and procedures.
- Maintains travel authorization templates for use in connection with TDY and entitlement travel.
- Advises Mission travel arrangers and travelers on all aspects of travel, as needed/requested.
- Serves as liaison on travel-related policy issues with counterparts in the Office of Travel and Transportation.
- Serves as liaison on travel issues with the Travel Management Center (TMC), ensuring compliance with Mission and agency policies, and assisting in resolving individual problems as requested.
- Monitors changes in travel policy (Federal, Agency, and Mission) and ensures that all relevant Mission staff are aware of changes as appropriate, issuing travel alerts to Mission travel arrangers as needed.
- Ensures that travelers are aware of the need for proper documentation in connection with travel (travel requests, itineraries, country clearances, FACT/CTAT, etc.).

Travel Logistics (40%)

- Prepares all travel authorizations involving entitlement travel for international staff, including, for example, assignment, home leave, R&R, emergency visitation, education, and medevac travel.
- Manages the Mission program for Health and Accident Coverage (HAC), ensuring that local staff are enrolled in the insurance program when traveling outside of Ethiopia, and notifying the service provider of employees to be added or dropped from coverage, as needed.
- Establishes/maintains a master schedule of incoming and outgoing international flights for use by Mission travelers.

Tracking/Monitoring Mission Travel (20%)

- Establishes and maintains a tracker to ensure that refunds are received when travel is cancelled after issuance of tickets.
- Manages the use of the Mission travel card; assists in the reconciliation of the monthly credit card statements to ensure accuracy; coordinates with the TMC to resolve discrepancies.
- Upon issuance of assignment TAs to incoming staff, adds them to the onboarding tracker, sends the “welcome to post” email, and drafts the Notification of Arrival memo to the Embassy.
- Establishes/maintains a travel tracker for outgoing international and domestic travel by Mission employees.
- Establishes/maintains a visitor log for all incoming travelers visiting the Mission, whether on TDY or as supplemental staff.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship*

The incumbent works under the direct supervision of the Supervisory HR Specialist.

4. *Supervisory Controls*

This not a supervisory position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** : A minimum of two years of full-time post-secondary study at the college level, in business management, public administration, or a related field.
- Prior Experience:** Minimum of three years of progressively responsible experience in the travel services field.
- Language:** English and Amharic at Level IV.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels. (2) experience in travel.

KNOWLEDGE (30 points): Demonstrated knowledge of travel regulations, procedures, and travel systems. Demonstrated knowledge of the requirements of Ethiopian travel regulations and processes.

SKILLS AND ABILITIES (20 points): (1) Negotiation skills. (2) Analyze, interpret, and apply Travel Regulations. (3) Understand and explain Travel Regulations to a wide variety of stakeholders. (4) Strong computer and business acumen.

INTERVIEW PERFORMANCE (60 points)

REFERENCE CHECKS (40 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, written test, and reference checks. USAID/Ethiopia will not pay for any expenses associated with the recruitment process.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

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

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation **72066321R10005, Travel Assistant. Be sure to include your name and the solicitation number at the top of each page.**

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES** (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

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 described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiation s 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.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.