



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72016922R10003
ISSUANCE DATE: 09/21/2022
CLOSING DATE/TIME: 10/02/2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - 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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 1.

Sincerely,

Michelle Fekade, S/EXO
Contracting Officer

I. GENERAL INFORMATION**1. SOLICITATION NO.: 72016922R10003****2. ISSUANCE DATE: 09/21/2022****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 10/02/2022****4. POINT OF CONTACT: USAID Belgrade HR Office e-mail at belgrade_jobs@usaid.gov.****5. POSITION TITLE: USAID Development Program Assistant****6. MARKET VALUE: 24,906 Euro – 34,864 Euro equivalent to FSN-8**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Serbia. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five-Year Period of Performance with possibility to renew in accordance with ADS 309: - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.**8. PLACE OF PERFORMANCE: Belgrade, Serbia, U.S. Embassy, with possible travel as stated in the Statement of Duties.****9. ELIGIBLE OFFERORS: Solicitation is available for Cooperating Country National (CCN). In regard to this solicitation, a CCN is considered any individual who is a Serbian country citizen, or a non-Serbian country citizen lawfully admitted for permanent residence in the cooperating country.**

Under current law, non-Serbian and American citizens must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.

10. SECURITY LEVEL REQUIRED: Facility access approved by the U.S. Embassy RSO at post.**11. STATEMENT OF DUTIES****a) General Statement of Purpose of the Contract**

Under the direct supervision of the Program Strategy and Coordination Office (PSCO) Director, the Program Management Assistant provides administrative and logistical support, as well as general support to PSCO core operations, including budget, coordination, management and oversight of programs. The incumbent facilitates all the administrative and logistical aspects of the PSCO.

b) Statement of Duties to be Performed**A. Administrative Support:**

Serves as Administrative Assistant for PSCO and personal assistant to the PSCO Director, providing the following support services:

- Assists the PSCO Director in maintaining a supportive work environment, including the organization of office space and management of office supply stocks and equipment.
- Maintains the office and leave calendars and helps maintain Mission calendars, as needed. Assists PSCO staff with timesheets and other administrative record-keeping.
- Organizes meetings in liaison with other Mission and Embassy offices, and, on occasion, participates on field trips and out-of-office meetings
- Composes complex non-technical correspondence, including reviewing and preparing official responses to incoming correspondence to the PSCO Director, as required; researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; and prepares and edits written products.
- Translates written and spoken Serbian into English and vice-versa and serves, as necessary, as an interpreter for the PSCO Director.
- Assists PSCO staff with logistical and travel support, as needed.
- Provides coverage for the Mission Director's administrative assistant, as needed.

B. Program Management Support:

Provides management support for USAID/Serbia's programs through the following:

- Facilitates the prompt review, evaluation and response to unsolicited proposals for assistance. Tracks unsolicited proposals, facilitates review, and prepares all responses for the PSCO Director.
- Aids the Mission in maintaining essential contacts with the Government of Serbia, other donors, international organizations, civil society, media, academia, and partners. Coordinates management of contact information with administrative personnel from other offices.
- Assists the PSCO management of official files, complete project and activity design files, M&E files, and outreach materials. Assists the data steward in the collection and filing of program data.
- Supports Mission-wide information management initiatives, including as needed, the setting Mission best practices for management of files across IT platforms and the management of internal information sharing portals.
- Supports PSCO Director's work as coordinator of USG assistance at post. Maintains embassy foreign assistance tracker.

C. Budget Support:

Supports the formulation, execution, and tracking of PSCO's administrative and program support budget.

- Assists the PSCO Director in the development of Mission administration and oversight (A&O/PD&L) budget, by compiling estimates for program and OE requirements for PSCO and participation in annual formulation processes.
- Assists the Development Outreach Communications (DOC) team in scheduling and executing procurement actions, in coordination with the PSCO Director and EXO.
- Tracks A&O/PD&L budget execution for PSCO.
- Serves as PSCO's primary requestor in USAID's Global Acquisition and Assistance System (GLAAS).

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

c) Supervisory Relationship

The Project Management Assistant will work under the direct supervision of the PSCO Director. The incumbent will perform tasks with clear direction and instructions from the supervisor. S/he will work with a minimal level of independence in establishing priorities and adhering to established office deadlines. The supervisor will provide all necessary guidance regarding technical and administrative requirements, including performance management.

d) Supervisory Controls

Continuing full supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Minimum of two or more years of post-secondary schooling in Business Administration or other related field, equivalent to a U.S. junior college or community college diploma, is required.
- Prior Work Experience:** A minimum of three years of administrative work and/or project assistance work experience, including experience gained in related work with an international organization, non-governmental organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions 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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Applicants will be evaluated according to the following criteria:

1. **Education:** Maximum number of points 20. Candidates meeting the minimum requirement will receive a maximum of 10 points. Additional points, up to maximum 20 points, will be given to candidates with further formal education, including a Bachelor's degree in social sciences, mathematics, business, or other relevant discipline.
2. **Prior Work Experience:** Maximum number of points 20. All candidates meeting only the minimum requirement will receive the maximum of 10 points. Additional points, up to a maximum of 20 points will be assigned if a candidate has longer relevant experience.
3. **Language Proficiency:** Maximum number of points is 10. Fluent Serbian and English ability (Level IV Reading, writing, speaking) is required. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.
4. **Job Knowledge:** Maximum number of points is 25. The applicant must have a general knowledge, or the ability to quickly gain such general knowledge, of USG regulations and procedures, and of good office management practices; as well as possess a very good knowledge of standard office procedures and practices. The applicant must have an excellent understanding of file management, budget and program procedures, mail handling, and diplomatic correspondence formatting procedures. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview. Candidates meeting the minimum requirement will receive a maximum of 15 points. Additional points, up to maximum 25 points, will be given to candidates with more extensive, relevant job knowledge.
5. **Skills and Abilities:** Maximum number of points is 25 – Demonstrated skills in using a computer and related software (Google Drive and the full Google suite of products, Microsoft Word, PowerPoint and Excel) are required. Ability to understand and interpret data from different sources is required. The applicant must have excellent interpersonal skills in order to: 1) work tactfully and seamlessly with other office colleagues as part of a culturally diverse Mission; 2) take initiative and be resourceful; 3) exhibit good judgment; 4) work calmly and effectively under pressure; 5) demonstrate flexibility and adaptability with different assignments; 6) effectively manage and complete more than one task at a time. Short listed applicants will be evaluated through a skills test in addition to the in-person or virtual interview. Candidates meeting the minimum requirement will receive a maximum of 15 points. Additional points, up to maximum 25 points, will be given to candidates with more advanced skills and abilities.
6. Reference check - pass/fail

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form [AID 309-2](#), Cover Letter and detailed current resume or curriculum vitae providing email address and a daytime telephone number; plus
2. Offers must submit a list of three references who are not friends or family members, along with their contract information.
3. Offers must complete Google Form – [link](#)
4. 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**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - Background investigation forms
 - Medical clearance forms
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a) Local Social Security System (LSSS) – All compensation payments made by the USG to enrolled employees are subject to LSSS employer contributions and employee deductions.
 - b) Annual Leave – PSC is entitled to 20 work days (160 hours) for the first three years of employment and 26 work days (208 hours) for more than three years of employment.
 - c) Sick Leave – Sick Leave is granted as needed.

- d) All Locally Employed Staff who are working full time under personal services contracts are eligible for Supplemental Health Insurance.
- e) All Locally Employed Staff who are working full time under personal services contracts are eligible for Life Insurance.

2. ALLOWANCES (as applicable):
No allowances are applicable.

VII. TAXES

The PSC is personally liable to pay any yearly income tax (tax for the employees whose total annual income exceeds 3 times the average annual salaries in Serbia).

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

USAID regulations and policies governing **CCNPSC and TCNPSC** 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/ads/policy/300/aidar>
- 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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD_	\$ _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.