



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72016922R10004**

**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.: 72016922R10004**
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](mailto:belgrade_jobs@usaid.gov).
5. **POSITION TITLE: USAID Project Management 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 Office of Democratic and Economic Growth (ODEG) Office Director, the Project Management Assistant provides project assistance support to the ODEG team during the design, coordination and management of all office programs and operations, as well as administrative and logistical support. The incumbent is required to assist with program and budget management, as well as facilitate all the administrative and logistical aspects of the ODEG team's office.

**b) Statement of Duties to be Performed**

- A. Project and budget assistance support:

The incumbent will provide project assistance support as s/he will be required to perform all the tasks needed to assist in the Office's project management cycle. The incumbent will gather and verify information to feed into office reports, collect supporting documentation (such as briefing papers, background pieces, success stories), and regularly update this information. The incumbent will assist in the collection, aggregation and synthesis of data to contribute to the Mission's reporting requirements. S/he works closely with the ODEG team to collect and tabulate necessary data and assist in the preparation of reports, including but not limited to the Operational Plan, Performance Management Plan, Congressional Budget Justifications and other documentation required in the implementation and management of the ODEG portfolio. S/he will be responsible for tracking ODEG's budget allocations and liaising with the Program Office to develop monthly updates on the operating year budget tracker. S/he will also support the Administration and Oversight Mission budget formulation. S/he supports in developing, organizing and maintaining project information (including charts, tables, graphs and other visual aids) that can be used for periodic reports and for briefing in Serbia and in USAID/Washington. The incumbent may serve as an Activity Manager.

**B. Administrative and Logistical Support:**

The Project Management Assistant will assist ODEG leadership in maintaining a supportive work environment, including the organization of office space and management of office supply stocks and equipment. The incumbent will provide administrative and logistical support as s/he will be required to facilitate all office and project work of the ODEG team. The incumbent will schedule meetings, facilitate conference and meeting attendance for team members, organize office and project files, assist in filing records, process required planning documentation, follow up on necessary clearances with different offices and request procurement actions using USAID's internal software system. The incumbent will assist in preparing project related correspondence and documents for signature, administrative correspondence, memos and reports as required by the team. S/he maintains the office and leave calendars and helps maintain Mission calendars, as needed. S/he also assists ODEG staff with timesheets and other administrative record-keeping. S/he will be asked to communicate with various entities external to USAID to gather needed information and finalize logistical tasks. The incumbent will take notes in office meetings when needed and organize office files. As needed, the incumbent will provide support in organizing logistical arrangements related to the team's business travel, including similar services to TDYers and other offices as needed. This position serves as the back up for the Development Program Assistant in the Program Strategy and Coordination Office.

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.

**a) Supervisory Relationship**

The Project Management Assistant will work under the direct supervision of the ODEG Office 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.

*b) Supervisory Controls*

Supervision is not anticipated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a) **Education:** Minimum of two years of university education is required.
- b) **Prior Work Experience:** A minimum of three years of similar administrative and logistical support and/or project assistance work is required. Prior work experience must include collaborative assignments in working as a team in an office setting 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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](mailto:PSCOmbudsman@usaid.gov).