SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC): Administrative Assistant position based on the 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.

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,

(Signed)

Cheryl Wilson
Regional S/EXO (CO)
1. **GENERAL INFORMATION**

1. **SOLICITATION NO:** 72063621R10002

2. **ISSUANCE DATE:** December 14, 2020

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 08, 2021 - 16H30 Freetown time, GMT

4. **POINT OF CONTACT:** HR Team at conakrypscjobs@usaid.gov

5. **POSITION TITLE:** Administrative Assistant

6. **MARKET VALUE:** Le54,735,008 to Le84,839,264 per annum equivalent to FSN-7 in accordance with AIDAR Appendix J and the Local Compensation Plan of (US Embassy/Sierra Leone). Final compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated.

7. **PERIOD OF PERFORMANCE:** *One year with four renewables one-year option periods*, estimated to start on July 04, 2021.

   The base period will start on or about *July 04, 2021 and end on or about July 03, 2022*. Based on Agency need, the Contracting Officer (CO) may exercise additional option periods for the dates estimated as follows.

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>July 04, 2021 to July 03, 2022</th>
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<tbody>
<tr>
<td>Option Period 1</td>
<td>July 04, 2022 to July 03, 2023</td>
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<tr>
<td>Option Period 2</td>
<td>July 04, 2023 to July 03, 2024</td>
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<tr>
<td>Option Period 3</td>
<td>July 04, 2024 to July 03, 2025</td>
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<tr>
<td>Option Period 4</td>
<td>July 04, 2025 to July 03, 2026</td>
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   Extensions will be contingent on satisfactory contractor performance, continued need for the services and availability of funds.

8. **PLACE OF PERFORMANCE:** Freetown, Sierra Leone.

   With the possibility to travel to Conakry, Guinea as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals.

10. **SECURITY LEVEL REQUIRED:** Facility access.
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 Director 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

MAJOR DUTIES AND RESPONSIBILITIES

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a. The Administrative Assistant receives and places phone calls, sends and receives email, 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.

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b. 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.

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c. The Administrative Assistant establishes and maintains files according to standards set by the Mission’s Correspondence and Records (C&R) Assistant/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.

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d. 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 check-out 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.

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

C. Supervisory Relationship: The Administrative Assistant receives supervision from the Office Chief, 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. Supervisory Controls: None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an applicant must have the following minimum qualifications.
1. **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, 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 organizations, host-government organizations, or private-sector institutions are 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](https://www.acquisition.gov/browse/index/far).

1. **Selection Process**: After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualification required will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.

2. **Evaluation factors and basis of rating**: Applicants who clearly meet the minimum qualifications and basic eligibility requirements will be further evaluated based on scoring of their minimum qualifications.

**FACTOR #1 – 20 points:**
In 500 words outline how you have demonstrated an ability to work independently while managing multiple competing tasks.

**FACTOR #2 – 20 points:**
In 500 words describe your experience in managing your supervisor’s calendar, solving problems, communicating clearly, and working effectively in a team.

**FACTOR #3: INTERVIEW PERFORMANCE – 60 points**

Total possible points: **100**
Satisfactory professional Reference Checks will be conducted but yield no points.

SUBMITTING AN OFFER
1. Eligible Offerors are required to complete and submit the offer form AID 309-2. “Offeror Information for Personal Services Contracts with Individuals,” available at https://www.usaid.gov/forms/aid-309-2. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.

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 4.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

   SOLICITATION #72063621R100002 – Administrative Assistant and submit only ONCE via email to: conakrypscjobs@usaid.gov

4. Submit a current resume/CV
5. Submit a cover letter
6. Submit responses outlining the evaluation factors listed in section III, above.
7. Provide the names of three to five references with current contact information, with both an email address and a telephone number.

   All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH. Incomplete and unsigned application form will not be considered.

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

IV. 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:
Once the Contracting Officer 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 security form OF-174.

V. BENEFITS AND ALLOWANCES
As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

- Transportation Allowance
- Meal Allowance
- Family Allowance
- Miscellaneous Allowance
- Annual Leave Bonus
- 13th month bonus

VI. TAXES
N/A

VII. 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. 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:

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<thead>
<tr>
<th>LINE ITEMS</th>
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<tbody>
<tr>
<td>ITEM NO (A)</td>
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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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)
EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea and Sierra Leone 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/Guinea and Sierra Leone also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not 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.

END OF SOLICITATION