



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068522R10001

**ISSUANCE DATE:** January 7, 2022

**CLOSING DATE:** January 28, 2022

**SUBJECT:** Solicitation for a Communications and Records Management Assistant  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Senegal 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 attached information.

Sincerely,

ROBERT ANTHONY TRIMBLE (affiliate)  
Digitally signed by ROBERT ANTHONY TRIMBLE (affiliate)  
Date: 2022.01.04 13:14:48 Z

Robert Trimble  
Contracting Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068522R10001
2. **ISSUANCE DATE:** January 7, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 28, 2022 – 11:59 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** Communications and Records Management Assistant
6. **MARKET VALUE:** From Step 1: FCFA 9,374,796 to Step 13: FCFA 14,482,968 equivalent to grade FSN-6 (no relocation benefits; see page 8 for benefits). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a March 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a April 1, 2022 to March 31, 2023
Option Period 1:	o/a April 1, 2023 to March 31, 2027

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

The Communications and Records (C&R) Management Assistant position, located in the Regional Executive Office (R/EXO), manages the Mission Records Program. Services are provided to USAID/Senegal and field offices in Burkina Faso, Chad, Mauritania, and Niger. USAID/Senegal also

houses regional offices to include the U.S. Office of Foreign Disaster Assistance (OFDA), Food for Peace (FFP) and Office of Inspector General (OIG).

Incumbent is responsible for managing the Mission Records Program by maintaining and monitoring vital records, correspondence, and filing. S/he provides technical assistance to Mission File Custodians as well as coordinates procedures for adequate classification, storage and disposition. This position also coordinates the daily receipt, processing, registration, distribution and dispatch of unclassified incoming and outgoing mail/correspondence. S/he maintains all communications and records chronological files, mail-related documentation and reproduction services. Incumbent will also verify and process monthly telephone bills/invoices and update the records database. Incumbent coordinates reproduction services such as imaging/scanning, copying, and file upload to the Agency Secure Image and Storage Tracking (ASIST) System as needed.

The job holder may be required to travel (25% minimum) to support field offices within the region.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Correspondence and Mail Management (30%)**

- Responsible for managing incoming and outgoing mail and implements procedures for prompt and efficient handling, including proper routing and logging. Responsible for collection, sorting, packing, distribution and delivery of international, local and express mail, as well as receipt and dispatch via the respective mail system, including diplomatic pouch and courier services. Ensures inbound and outbound mail is registered in the appropriate C&R logs, tracks undelivered express mail and other registered mail, and maintains mail-related documentation such as diplomatic pouch receipts and airway bills.
- Maintains lists of current and former Mission employees for mail sorting purposes and mail forwarding.
- Maintains critical liaison with the respective staff of the American Embassy, to coordinate procedures and schedules for timely correspondence and mail exchange and to resolve all associated problems.
- Interprets the official regulations and internal instructions, regulating the communications and correspondence management associated with policy, schedule and pricing information concerning diplomatic pouch and local and express mail systems.
- Performs procedures related to daily processing, registration and distribution of unclassified incoming and outgoing correspondence (letters, facsimiles, etc.).
- Verifies and processes monthly telephone bills/invoices and updates the records database.
- Manages subscriptions to local and international periodicals and coordinates distribution to Mission offices. Serves as primary liaison to vendors and verifies monthly billing.

### **2. Records Management Functions (30%)**

- Implements and maintains the Records Management Program for appropriate classification and archive of both paper and electronic Mission documents and files.
- Provides technical assistance for Mission File Custodians to fulfill procedures required for file station arrangement and maintenance; creates new files as needed.
- Participates in presentations for Mission employees regarding proper records management procedures and policies in compliance with USAID and Federal regulations.

- Facilitates the retirement and disposal of Mission inactive records and non-record materials - prepares and registers records storage boxes; ships retired records to USAID/W Records Depository in Washington, D.C., maintains control over the records retained temporarily in the C&R storage area; and destroys paper materials in accordance with requisite policies and regulations.
- Provides scanning services for imaging, tracking and archiving documentation required for the Agency Secure Image and Storage Tracking (ASIST) system.
- Trains Mission Administrative Assistants and other personnel, as appropriate, regarding proper classification, maintenance and disposition of records and files in accordance with the new Automated Directives System (ADS).

### **3. Administrative Support (20%)**

Provides administrative duties as required, i.e. manage office supplies, coordinate follow-up to Embassy/State concerning work order requests, provide backup duties for EXO staff in case of absence, and/or special tasks assigned.

### **4. Telephone Bills/Invoice Services (10%)**

The incumbent is responsible for processing and verifying monthly telephone bills/invoices and prepares account summary/tax invoices.

- Coordinates printing, sorting/distribution and tracking of each bill/invoice.
- Updates and verifies billing amounts in database form and submits a monthly spreadsheet of invoiced amounts to the Office of Financial Management (OFM) for payment.

### **5. Information and Reproduction Services (10%)**

- Provides assistance to update, copy and distribute telephone lists, as well as other Mission documents, including contact and personal information, such as Emergency Notification List, contact cards for American and Third-Country National personnel.
- Maintains liaison with appropriate Mission staff in Senegal, Burkina Faso, Niger, Mauritania and Chad to exchange and maintain current contact information.
- Maintains the Mission Directives System, including clearance, formatting, numbering, issuance, filing, replacement and storage of original Mission Orders and Mission Notices, as well as their electronic copies.
- Manages copying, binding and laminating services, as required.

**Supervision Received:** The incumbent will report directly to the Supervisory Administrative Management Specialist who establishes basic work guidelines and provides general supervision.

**Supervision Exercised:** This position is non-supervisory.

*CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.*

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of secondary schooling.
- b. **Prior Work Experience:** A minimum of two (2) experience in office administration or related logistics in correspondence/mail management functions is required.
- c. **Post Entry Training:** Incumbent will receive training concerning USAID-specific systems and regulations governing data classification, maintenance, and storage. S/he will also be provided on-the-job self-directed training in the form of reference manuals, USAID Handbooks, Automated Directed System (ADS), Foreign Affairs Manuals, USAID Mission Orders, and Administrative Notices/Procedures.
- d. **Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr*): Level III English (good working knowledge of speaking, reading and writing). Fluent French (written and oral) at level IV is required.
- e. **Job Knowledge:** Must have a solid knowledge of administrative support services. Demonstrated proficiency to provide clerical support such as typing and database management.
- f. **Skills and Abilities:** The incumbent must be tactful, possess good judgment, and be able to maintain positive working relationships. S/he must have the ability to follow oral and written instructions. Must exhibit good organizational skills.

## 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>.

### Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

**Rating System**

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

1. Education 10 points
2. Prior Work Experience 25 points
3. Language Proficiency 15 points
4. Job Knowledge 25 points
5. Skills and Abilities 25 points

**IV. SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) with **the following email subject line: [name of applicant] Solicitation 72068522R10001 Communications and Records Management Assistant.**

Qualified applicants are required to submit the following five (5) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be: Cover letter [name of applicant] Solicitation 72068522R10001.
2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] Solicitation 72068522R10001.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] Solicitation 72068522R10001.
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <https://www.usaid.gov/documents/offeror-information-personal-services-contracts-individuals-aid-309-2> or in Internet. Offerors are required to **complete and sign the form.**
5. Copies of relevant **academic degrees/diplomas, certificates, and other documents (such as short writing samples) supporting the application** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] Solicitation 72068522R10001.

Offers must be received by **January 28, 2022** and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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 all the pre-award forms and clearances necessary (medical and security).

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; Miscellaneous; and Seniority

#### **VII. TAXES**

In accordance with Mission policy and Senegalese local labor laws.

#### **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](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> .
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/OGES%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).

**Please note that only shortlisted applicants will be contacted to participate in the oral interview process.**