SOLICITATION NUMBER: 72012121R21
ISSUANCE DATE: 09/28/2021
CLOSING DATE/TIME: 10/28/2021 at 11:59 p.m. Kyiv Time

SUBJECT: Solicitation for a Project Management Assistant (Democracy and Governance), Cooperating Country National Personal Services Contractor (CCN PSC) 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, Sections I through V 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,

/s/
Nathan Drury
Contracting Officer
Attachment 1 to Solicitation No. 72012121R21

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72012121R21

2. ISSUANCE DATE: 09/28/2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 10/28/2021 at 11:59 p.m. Kyiv Time

4. POSITION TITLE: Project Management Assistant (Democracy and Governance)

5. MARKET VALUE: Basic Annual rate (in U.S. Dollars): $28,376-36,890

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Ukraine forms the basis of compensation. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic 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. This salary range is not inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE:

Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for five years, with the possibility of renewing. The renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Kyiv, Ukraine

8. SECURITY LEVEL REQUIRED: Foreign Service National Security Certification

9. STATEMENT OF DUTIES:

The USAID Mission to Ukraine (the Mission) is responsible for the development, implementation and oversight of USAID funded programs operating throughout Ukraine. The Mission provides assistance to promote Ukraine’s transition to a democratic, prosperous, stable, healthy country united in its European aspirations. USAID/Ukraine Office of Democracy and
Governance (ODG) manages a large, dynamic portfolio of contracts and cooperative agreements that work to strengthen the rule of law and judicial independence; further Ukraine’s decentralization process and build the capacities of newly-consolidated communities; increase civic engagement and the role of civil society; strengthen anti-corruption champions; promote transparency and accountability of government, particularly in services delivery; counter trafficking in persons; support responsive and accountable political processes, including free and fair elections; and build confidence between citizens and government in eastern Ukraine. ODG actively participates in the Mission’s Development Objective teams that are related to reducing corruption, strengthening democratic governance, and mitigating the impacts of Russia’s aggression. The Project Management Assistant (“the Assistant”) assist with the planning, management, monitoring, reporting, and evaluating required to effectively administer the projects within ODG’s portfolios. The incumbent will also help organize and maintain databases, files, and other information, and furthermore be required to summarize complex information in a succinct and easy to understand reports, presentations, talking points, and one-pagers. Lastly, on behalf of ODG, the incumbent will be expected to liaise with contractors, international donors, government actors, and multilateral institutions.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Activity Management and Procurement:**

The incumbent’s primary responsibility is to assist in the management of ODG’s technical assistance activities. Duties include:

- serving as the activity manager;
- keeping the ODG informed on the progress of implementing partners;
- reviewing and analyzing activity documentation submitted by implementing partners;
- providing programmatic recommendations to the ODG team in order to effectively pivot work or resolve implementation issues;
- preparing procurement documentation for necessary actions, including statements of work, GLAAS packages, checklists, and budgets;
- assisting with the financial management tasks related to ODG’s activities, such as preparation of quarterly accruals and pipeline analyses;
- conducting meetings with partners and site visits to monitor ODG projects, which may require travel outside of Kyiv;
- maintaining correspondence with partners and program stakeholders;
- tracking partner performance against activity objectives and results;
- tracking partner reporting; ensuring complete reports are submitted on-time and reported results are consistent with the contract or agreement;
- staying abreast of best practices and policies and current research on the DG sector through courses, professional literature, and other resources; and
- maintaining AOR/COR award files and project files.

**Administrative, Communication and Reporting Support:**

The incumbent is responsible for providing administrative, communication, and reporting support to the ODG team. Duties may include:
• drafting and editing English language reports on activity issues and accomplishments related to ODG activities;
• preparing briefing materials on activities and activity budgets, preparing GLAAS requisitions
• coordinating ODG’s contributions to information and reporting requirements for, but not limited to, the Annual Report, Operational Plan, Activity Data Sheets, briefing papers, and program review materials;
• tracking the activities of other donors/international organizations involved in ODG sectors;
• communicating with representatives of contractors, grantees, non-government actors, and other entities, to obtain information related to ODG portfolios;
• coordinating meetings for the ODG portfolios; and
• assisting the ODG teams to respond to general inquiries, including providing translation support occasionally.

Coordination, Representation and Communication:

The incumbent will help represent ODG priorities in communication with stakeholders. Duties include:

• meeting with representatives from the USG, the international donor community, civil society, business associations to share information on behalf of ODG and coordinate ODG programming;
• presenting and explaining the ODG portfolios at various coordination events;
• representing ODG at routine Mission and Embassy meetings.

SUPERVISORY RELATIONSHIP: The Assistant is directly supervised by the ODG Deputy Office Director or his/her designee.

SUPERVISION EXERCISED: None.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: kyivvacancies@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.
II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** Minimum of college/ university studies in political science, economics, international relations, conflict mitigation, or a related field.

**Prior Work Experience:** Minimum of at least three years of progressively responsible experience in development assistance or project management.

**Language Proficiency:** English proficiency (Level IV) with strong writing skills is required. Fluency in Ukrainian is required (IV).

*Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.*

**Foreign Service National Security Certification and Medical Clearances:** The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

III. **EVALUATION AND SELECTION FACTORS**

**Selection Process and Basis of Evaluation:** Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror’s submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

**10 points – Education:** Minimum of college/ university studies in political science, economics, international relations, conflict mitigation, or a related field. Additional education in the aforementioned areas is desired.

**20 points – Experience:** Minimum of at least three years of progressively responsible experience in development assistance or project management. Additional experience in the aforementioned areas is desired.

**30 points – Knowledge:** Knowledge of project management principles as well as Ukraine’s current political, economic, social and cultural environment—especially issues related to political reforms. Furthermore, a good working knowledge of the institutions, government actors, non-government organizations, and private sector actors whose engagement is necessary to successfully implement economic reforms in Ukraine is essential. Advanced knowledge in one or more of the aforementioned areas is desired.
40 points – Skills and Abilities:

The following skills and abilities are essential for this position:

- ability to analyze and synthesize complex data;
- ability to plan, manage, prioritize, and complete tasks from various sources;
- excellent listening, writing and verbal communication skills—including presentation skills;
- ability to recognize significant developments and trends with respect to implementation of Ukraine’s reforms, as well as the ability to identify the impact on program implementation;
- strong interpersonal skills, including the ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations;
- teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines;
- demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues;
- strong learning agility and the ability to effectively adapt to new or changing situations;
- strong organizational and time management skills;
- a high level of computer literacy is required, including the ability to design and prepare user-friendly and informative reports, matrices, and slide decks using appropriate computer software; excellent working knowledge of Microsoft Office suite, Gmail, and Google Suite is required.
- a willingness to travel to within Ukraine.

Advanced skills/abilities in one or more of the aforementioned areas are desired.

**TOTAL POSSIBLE POINTS: 100 points**

IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in English in order to be considered for the position.

   a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: [https://eforms.state.gov/Forms/ds174.pdf](https://eforms.state.gov/Forms/ds174.pdf)

      Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

      An Internal Offeror’s experience acquired before/after joining the U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to the offeror's qualifications could make the offeror ineligible for the position.

   b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.
c. **A CV or standard resume** of no more than 4 pages.

Offerors who do not include all above required documents in their offer submission **will not be considered** for this position.

d. Names of **three professional references**, including at least one current/former supervisor, that have knowledge of the offeror’s ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.

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 12** by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered**.

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

**NOTE:** Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Kyiv form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. **BENEFITS/ALLOWANCES**

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
   a) Health and Life Insurance coverage
2. ALLOWANCES (as applicable):
   a) Meal Allowances: The annual amount is currently $853 for employees working on a full time basis.
   b) Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
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- AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
- AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

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 United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.