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FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011721R06

ISSUANCE DATE: 07/07/2021

CLOSING DATE/TIME: 08/07/2021 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Translator/Communications Assistant, Cooperating Country National Personal Service Contractor (CCN PSC) under 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/

Ellen Zehr
Contracting Officer



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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72011721R06
2. **ISSUANCE DATE:** 07/07/2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/07/2021 at 11:59 p.m. Chisinau Time
4. **POSITION TITLE:** Translator/Communications Assistant
5. **MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$17,894 to \$26,826

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Moldova forms the basis of compensation. The LCP consists of the local 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. 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 an initial five year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
7. **PLACE OF PERFORMANCE:** Chisinau, Moldova.
8. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification
9. **STATEMENT OF DUTIES:**

The Translator/Communications Assistant provides written translation and oral interpretation for Mission personnel from English into Romanian or Russian, or Romanian or Russian into English. While the position is located in the Development Outreach Communications (DOC) team of the Program Office, the incumbent is expected to provide services to the Mission Front Office, technical and support offices. S/he be familiar with technical and specialized terminology, as well as with certain terms that may be unique to the U.S. Government or international organizations. S/he will interpret written and spoken material while ensuring that meaning and context are maintained. The Translator/Communications is required to produce, using word processing programs including Microsoft Office and Google G Suite, finished and/or edited materials ready for submission to end users or for further distribution.



MAJOR DUTIES AND RESPONSIBILITIES:

Written and Oral Translation

- Provides timely and accurate written translations, as requested by Mission personnel, in day to day communication with Government of Moldova (GOM), civil society and private sector counterparts, and other partners and beneficiaries. Provides Romanian/Russian – English translation of documents, such as reports, studies, and activity documents and English – Romanian/Russian translations of key documentations that is prepared by the Mission.
- Provides oral interpretation services to USAID staff during meetings with GOM, engagements with media, civil society and private sector counterparts, and other partners and beneficiaries.
- Reviews written translation materials in order to ensure accuracy and preservation of original meaning of source material
- Consults with technical offices and subject matter experts in order to understand specialized concepts and translate them appropriately
- In a timely manner, provides condense written translation versions of documents, as requested by Mission personnel and approved by Supervisor.

Administrative Tasks

- As needed, assist DOC Specialist in administrative and logistic needs related to DOC activities such as media monitoring and social media monitoring/content development.
- Provides support services for preparation and during high level and regular site visits, in close collaboration with control officers and the DOC team

SUPERVISORY RELATIONSHIP: Employee is expected to work independently, receiving general guidance from the DOC Specialist and Program Officer.

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.



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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: chisinauhr@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 English, Romanian, and Russian or translation/interpretation or related is required.

Prior Work Experience: Minimum of three years of translating and providing oral interpretation from Romanian and Russian into English, and from English to Romanian and Russian is required.

Language Proficiency: Level V English ability is required. Level V Romanian is required. Level V Russian is required.

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.

The probationary period is three months.

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 English, Romanian, and Russian or translation/interpretation or related is required. Additional education in the aforementioned areas is desired.



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30 points – Experience: Minimum of three years of translating and providing oral interpretation from Romanian and Russian into English, and from English to Romanian and Russian is required. Additional experience in the aforementioned areas, especially with the USG, is desired.

30 points – Knowledge: Ability to perform basic and more in-depth research and analysis using electronic and printed resources in a variety of technical subject areas in order to become familiar with the terminology relevant in each of the subject areas, where translation and interpretation is required. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities: Should be a fully proficient user of MS Word, Power Point and Excel, including ability to format text, create and edit charts/graphs. Should be able to utilize Internet search engines (Google etc.) to obtain factual, background and other material as may be required for translation and interpretation. Should be willing to learn how to use simultaneous interpretation equipment available at the Mission. Should be tactful and discreet in dealing with employees and external contacts, and maintain confidentiality of any privileged information and/or communications at all times. Additional skills and abilities will be 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 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>

Offerors must 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 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 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.
- 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



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forth in the solicitation. This information may be included in the cover letter or resume/CV.

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

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.**

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 Moldova form)
2. Authorization for Release of Information (U.S. Embassy Chisinau's 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 local 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:
Health Insurance coverage
Defined Contribution Fund 12%
2. ALLOWANCES (as applicable):



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The Mission provides meal allowance in accordance with the Moldova Local Compensation Plan, in amount of \$770.

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

VII. TAXES

Local 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:

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 .
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>.
 - 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>.

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.