



SOLICITATION NUMBER: 21-01

ISSUANCE DATE: October 27, 2020
CLOSING DATE/TIME: November 26, 2020 @ 1700 hours

SUBJECT: Solicitation for a Project Management Assistant (Economic Growth Office FSN-9) Cooperating Country National Personal Service Contractor (CCNPSC) (*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,

Jason Bennett
Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 21-01
2. **ISSUANCE DATE:** October 27, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 26, 2020 @ 1700 hours
4. **POSITION TITLE:** Project Management Assistant
5. **MARKET VALUE:** \$44,908 - \$65,118 USD equivalent to **FSN-9**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zimbabwe. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Beginning o/a January 2021.
7. **PLACE OF PERFORMANCE:** Harare, with possible travel as stated in the Statement of Work.
8. **SECURITY CERTIFICATION:** Required.
9. **STATEMENT OF DUTIES:**

a. General Statement of Purpose of the Contract

The Economic Growth Office (EGO) is accountable for activities focusing on strengthening agriculture sector competitiveness, improving the investment and business enabling environment, increasing access to finance for agricultural and micro, small and medium enterprise (MSME) development, building resilience, improving access to safe water, sanitation and hygiene (WASH), addressing natural resource management challenges in the rural areas and increasing employment prospects of vulnerable populations and youth. The Project Management Assistant is responsible for tracking the administrative; financial; monitoring, evaluation & learning, and communications aspects of the Economic Growth portfolio. S/he assists and provides support to four employees in the Economic Growth Office and may serve as Point of contact (POC)/activity manager/program manager for certain bilateral or regional activities. S/he shall provide technical and administrative support, performing such tasks as: daily administrative support; Performance Plan Report, Operational Plan, and portfolio review preparation including result reporting and data quality documentation and control; partner coordination in Zimbabwe; preparation of presentations; budgets for implementation mechanisms and personnel, assist with pipeline analyses and accruals, and close-out documentation; preparation of communication materials including weekly reports; and monitoring, evaluation, and learning related tasks. S/he will help manage all EG Office liaisons with Office of Acquisition and Assistance (OAA), Program Office (PRM), Financial Management Office (FMO) and Development Outreach and Communication Office (DOC).

b. Statement of Duties to be Performed

Office Administration and Organization (50%)

The incumbent will provide administrative and technical services to assist team members, including representing Technical Team members at technical meetings with our contractors, grantees, program clients and beneficiaries, other USAID Missions and at other economic growth fora. Administrative duties include, but are not limited to, (a) effecting efficiencies and economies in administrative operations, (b) developing and maintaining administrative support procedures for effective management of the office; and (c) maintaining database of beneficiaries and partners. The incumbent shall consolidate, organize, and prepare information and data to include in performance monitoring reports, Objective-level results reports (PPR, Operational Plan and Foreign Assistance Coordination and Tracking System Information (FACTS) annual reporting, and any other types of required reporting. The incumbent manages the data and financial information required for Operational Plan and FACTS submissions. S/he ensures that indicator data, data quality assessment and budget information is obtained in a timely manner and is accurate, prior to submission to PRM for input into the FACTS database. The incumbent shall develop, update and maintain information on all economic growth activities, including the development of Power Point presentations, success stories, program media presentations, fact sheets, an activity geographic inventory, briefers and website materials for public consumption.

Program and Award Management (50%)

The incumbent shall, in consultation with Contracting/Agreement Officer Representatives (CORs and AORs), undertake all administrative actions related to program management of activities including preparation of action memoranda justifications for less than full and open competition, GLAAS actions and budgets, bilateral amendments, and routine implementation letters (including those activities for which the incumbent acts as Activity Manager/Program Manager).

The incumbent shall provide monitoring, evaluation, and learning support to all CORs and AORs under relevant EG activities. S/he will manage the collection of data and information and provide inputs into the drafting of communication materials. Specifically, s/he will help collect and verify indicator data and information and provide input as needed to support front office and Washington based requests. The incumbent may be assigned and responsible as an Activity Manager/Program Manager for specific activities under the existing portfolio, and responsibilities include activity development and design, management of activity implementation, managing partner relationships, coordination with other USG offices, independent site visits, monitoring and reporting

c. Supervisory Relationship

Supervision Received: Incumbent is directly supervised and evaluated by the Director of the Economic Growth Office with 360-degree input from other Mission colleagues.

Supervision Exercised: None

10. AREA OF CONSIDERATION:

All Zimbabwean citizens or legal Zimbabwean permanent residents with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: Completion of secondary school and an additional 2 years of college education in business, finance, development, or administration is required.

2. Prior Work Experience: At least five years of professional experience as an administrative specialist in a technical support office for a public or private organization is required.

3. Language Proficiency: Level IV language is required, demonstrated fluency in written and spoken English.

III. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

1. Job and technical knowledge (50%)

In-depth and broad knowledge of USAID's or another type of relevant organization's (bilateral or multilateral donor) programming policies, regulations, methodologies, and documentation procedures.

Sound knowledge of the host country's economic, political, social, and cultural characteristics and solid grasp of USAID's Development Mission portfolio, particularly in the sector of economic growth.

2. Skills and abilities (50%)

Self-starter, possessing a high degree of initiative to seek and persistently pursue opportunities both cooperatively and independently to achieve development outcomes.

Strong critical thinking skills and problem-solving capabilities, as well as ability to apply complex regulations, policies and procedures to numerous program situations.

Strong quantitative and analytical skills, excellent written and oral communication skills and very strong organizational skills.

Strong skills in the operation of personal computers including a demonstrated ability to use Google and Microsoft word processing, spreadsheet, and calendar software applications.

IV. PRESENTING AN OFFER

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
 - a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
 - b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
 - c. Please note: Applications should not be more than 1mb in size.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the email address in **Section IV item 1**. Questions can be directed to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **21-01 Project Management Assistant (Economic Growth Office)** in the subject line of the application e-mail and in the subject line of the application letter in the offer submission.
4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise, oral interviews, and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short-listed.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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 the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*

4. *Fingerprint Card (FD-258)*

VI. **BENEFITS/ALLOWANCES**

Benefits and allowances will be communicated to the successful candidate.

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>
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>