SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Supervisory Administrative Management Specialist position

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 1.

Sincerely,

Brian Carney
Contracting Officer

Digitally signed by Brian Carney
Date: 2022.07.14 15:38:06 +02'00'

1053 Les Berges Du Lac Walkway, Tunis, Tunisia
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72066422R0002

2. ISSUANCE DATE: July 20, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 10, 2022

4. POINT OF CONTACT: Amruta Tripathi, email at usaidmerpjobs@usaid.gov.

5. POSITION TITLE: Supervisory Administrative Management Specialist

6. MARKET VALUE: 69,893-108353 [TND] equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of [USAID/Tunisia] Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five-Year Period of Performance, estimated to start o/a September 2022, with a possibility to renew in accordance with Automated Directive System (ADS 309). Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.

8. PLACE OF PERFORMANCE: Tunis, USAID/Tunisia

9. ELIGIBLE OFFERORS: Cooperating country nationals: Tunisian citizens and non-cooperating country citizens lawfully admitted for permanent residence in the cooperating country. Eligible offerors with valid work permit at the time of application to work in Tunisia.

10. SECURITY LEVEL REQUIRED: Facility access

11. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract
      The Supervisory Administrative Management Specialist (Deputy Cooperating Country National Executive Specialist) manages and provides a wide range of administrative services in support of Mission Tunisia and Libya Country Office activities including personnel management, travel management, communications and records management, property management, and procurement and program administration activities. The work is performed under the direction of the USAID Tunisia EXO in coordination with the Middle East Regional Platform (MERP) EXO Office. The Specialist reports to the USAID Tunisia Executive Officer.
The Specialist will be required to perform work of a confidential nature, including providing support for a variety of human resources (HR) and training actions. S/he coordinates with the Embassy General Services Office for maintenance and repair services pertaining to USAID-owned equipment and buildings. The Specialist serves as USAID/Tunisia and Libya’s Training Coordinator. S/he serves as coordinator, under the direction of the USAID/Tunisia EXO, to the MERP EXO office on all administrative work of the USAID/Tunisia and Libya operating units including monitoring Personal Services Contracts (PSC) for Cooperating Country Nationals (CCN), Third Country Nationals (TCN) and U.S. Nationals (US). The Specialist is directly responsible for a wide range of administrative tasks and liaises with the MERP Mission to coordinate actions for Operating Expense (OE) reports and other OE related matters. The Specialist provides direct supervision and technical guidance to one Administrative Assistant and two Chauffeurs (drivers for Tunisia and Libya offices).

2. Statement of Duties to be Performed
The Specialist provides day to day administrative oversight, training and mentoring of staff managing activities in the fields of Procurement, Travel, International Cooperative Administrative Support Services (ICASS), Communications and Records (C&R), property inventory and control, and Operating Expense (OE) budget planning, implementation and reports. S/he is responsible for the supervision, training and mentoring of the Admin Assistant who supports the Program, Economic Growth, and Democracy and Governance Offices. The Specialist provides the following administrative support services: CCN Contract coordination with MERP, coordination of preparation of Modified Acquisition and Assistance Request Documents (MAARDs) with the Program Office, travel and expense management, procurement, and training coordination. S/he assists Mission Management in the preparation of current year and two-year workforce projections for USAID/Tunisia and Libya’s annual resource request to USAID/Washington. The Specialist also contributes to the development of the OE budget in collaboration with the EXO and the Regional Controller, and subsequent monitoring of expenditures and continuous evaluation of mission activities to ensure efficient and effective utilization of USG resources. S/he also informs and advises employees on Mission administrative policies.

The AMS maintains awareness over all programs and functions of the Executive Office (Information Systems, Travel, Records Management, Property Management, Human Resources, and Procurement). In areas other than those directly performed or supervised, the Specialist monitors work assigned and provides solutions to difficult or complex issues, or anomalies observed, after discussion with the responsible supervisor. S/he Attends Senior Staff Meetings and other meetings, when appropriate, and follows up on administrative actions assigned during these meetings to ensure they are carried out in a timely manner.

The details of duties and responsibilities are listed below:

A. Human Resources Management (40%)
**Personnel Management:** The Supervisory Administrative Management Specialist oversees Human Resources requirements of the Mission to ensure the timely delivery of personnel services for U.S. Direct Hire and US/TCN PSCs, and CCN PSC employees in Tunisia and Libya. S/he provides guidance and advice on manpower development, employee relations, and employee services. S/he participates with the U.S. Embassy, and other U.S. agencies, in local wage surveys and other joint personnel policies and practices of the Mission, and prepares, amends and reviews position classification documents in concert with MERP HR in Frankfurt.

The Specialist collaborates with MERP HR in Frankfurt on all aspects of the recruitment and employment of CCN PSC staff including vacancy announcements, Technical Evaluation Panels, tracking panel progress, the selection memo, routing recruitment packets, coordinating/proctoring a recruitment written test, coordinating medical and security clearances, providing an orientation briefing and scheduling appropriate check-in meetings. S/he liaises with USAID/MERP and US Embassy Tunisia in coordination of personnel management issues of all personnel categories which may include, but are not limited to performance evaluation, training, awards, personnel paperwork, in-out processing for expatriate staff (USDH, US/TCNPSC), and possessing a general understanding of the CCNPSC classification system. S/he maintains and updates unofficial staffing charts and personnel data records for USAID/Tunisia. The Specialist coordinates the health insurance issues for local employees and in general, will provide support for local compensation plan issues, liaising with USAID/MERP/HR and U.S. Embassy/Tunisia HR. She/he is responsible for ensuring all required forms/correspondence are submitted according to the established schedules The Specialist serves as a professional in the Incentive Awards program, reviews nominations to ensure compliance with Automated Directives System (ADS) 491, USAID Incentive Awards program. Ensures award nominations requiring Washington approval are submitted annually in compliance with agency timelines.

**Travel:** The Supervisory Administrative Management Specialist serves as a professional to Mission travel arrangers. S/he ensures appropriate Open Authorizations are prepared as needed. As back-up to mission administrative staff, the Specialist prepares and approves electronic Country Clearances (eCC), arranges airport transportation and makes hotel reservations, and prepares, encrypts and submits requests for passing of security clearances. S/he ensures visitor logs are maintained.

**Training:** The Specialist serves as the Mission Training Coordinator and in this role coordinates all actions with the training committee, MERP HR, and other stakeholders. S/he works with mission staff to ensure Individual Learning and Training Plans (ILTPs) are prepared and updated annually. S/he maintains records on employee training; researches and assembles information for various reports, briefings and conferences, and works with the MERP Regional Training Coordinator to identify supported operating unit training needs as they relate to course offerings in Frankfurt or other locations. Furthermore, the Specialist helps staff to identify appropriate training opportunities and
associated prerequisites, and assists mission management in nominating candidates for programs, to include USAID sponsored leadership training courses offered by the Federal Executive Institute (FEI)

B. General Services (35%)

Management Administration: The Specialist interprets and implements regulations, policies and directives, and develops systems, local management policies and procedures, including the establishment and update of appropriate Mission Orders, Administrative Notices, Standard Operating Procedures (SOP), and other correspondence dealing with management. S/he ensures conformance with USAID and other U.S. Government regulations and, in consultation with the USAID MERP Resident Legal Officer, confirms compliance with the Government of Tunisia statutory and regulatory requirements affecting administrative management services of the Mission and its employees.

S/he conducts research and prepares written reports for management as per the requirements of the Mission and is responsible for ensuring required annual reports are submitted according to the established schedule.

The Supervisory Administrative Management Specialist coordinates ICASS customer support for the USAID Mission. S/he ensures timely delivery of appropriate ICASS services to all USAID employees in the areas of residential maintenance, warehousing, personal property accountability and disposal, issuing, controlling, and reporting of personal property, air travel, customs and shipping and motor pool. S/he ensures all ICASS administrative arrangements are completed for new arrivals and that their living quarters are in “move-in condition” upon arrival.

The Specialist develops and maintains management controls for ICASS costs and customer service performance in coordination with MERP subject matter experts. S/he prepares and/or reviews workload counts in coordination with the Controller's Office, and reviews and recommends ICASS customer service standards for final approval.

Property and Inventory: In coordination with the principal administrative staff for each operating unit, the Specialist ensures adequate inventory of expendable and non-expendable materials and supplies (i.e. office furniture, machines, office supplies, paper, pencils, pens notepads, photocopy paper, and markers) are available to Mission staff. S/he submits work order requests or ensures they are submitted for repairs of office equipment and systems. S/he oversees the operation and maintenance of physical assets including office space, equipment related to AIDNet, vehicles, furnishings etc. S/he interfaces with the ICASS Property Management Team, provides guidance and management of major projects, such as renovation of office space and remodeling in residences, and resolves escalated problems, such as residential maintenance concerns. Furthermore, the Specialist reviews current procedures to process invoices (cellular, office phones, utilities) and makes recommendations for improvement based on available
resources, best practices, administrative oversight, and fiscal responsibility. S/he ensures reports are completed in a timely manner, conducts periodic checks to ensure property is properly managed (e.g. bar coded, stored, inventoried, disposed of), and conducts the annual USAID inventory of property to include all IT devices and prepares and submits all associated property reports for EXO signature.

**Procurement:** The Supervisory Administrative Management Specialist prepares the Mission Procurement Plan for supported operating units. S/he remains abreast of procurement rules, availability of products through ICASS or local vendors, and market prices of products, especially expendable supplies. S/he is expected to serve in the roles of a requestor/buyer as needed in the Global Acquisition and Assistance System (GLAAS) and is issued a Purchase Card. S/he maintains procurement files associated with requested actions for ILMS and MERP as well as any actions associated with use of the Purchase Card. In monitoring office supplies and equipment, the Specialist will proactively initiate purchase requests to replace/replenish low inventory for all expendable property and equipment in support of smooth office operations or will ensure this is done by the appropriate administrative support staff. S/he maintains a record of all locally-received invoices, scanning payment claims into the Agency Secure Image and Storage Tracking System (ASIST) and notifying USAID/MERP Office of Financial Management (OFM), assisting with the voucher administrative approval process at the Mission and the distribution and flow of payment documents between the Mission and USAID/MERP or Serbia OFM.

### C. Administrative Policies and Procedures (25%)

**Administrative Processes:** The Supervisory Administrative Management Specialist conducts studies and advises the Mission Director (MD) and EXO on ways to improve the overall performance of the Mission to ensure the most effective utilization of personnel, e.g., reorganization, realignment of duties or work schedules, scheduling of staff meetings to facilitate communications, or realignment of personnel. S/he participates in the Management Control Review Committee (MCRC) and recommends processes to support internal control measures. S/he coordinates the drafting and issuance of Mission Orders and Mission Notices on policies and procedures in all areas, and drafts them in those areas related to management operations. S/he proposes revisions or changes to Mission policies and Standard Operating Procedures concerning EXO related matters. S/he prepares routine reports, briefings, presentations, and analyses to support administrative management of USAID/Tunisia and USAID/Libya operations. S/he follows-up with staff to track completion of commitments. The Specialist reviews documents prepared by other mission employees for completeness and accuracy prior to submission to the EXO, ensuring documents are complete and all required supporting documents are included. S/he responds to staff inquiries on EXO matters, refers them to the appropriate EXO personnel if necessary and follows up to ensure appropriate responses are received.
**Records Management:** The Specialist develops and maintains a Records Management Plan and provides guidance as needed to maintain regulatory compliance serving as the files custodian. S/he prepares the annual Vital Records report, conducts the periodic review of mission files and continually assesses the training requirements of Mission administrative and program staff to complete records management tasks accurately. S/he disposes of records in accordance with ADS 502, USAID Records Management Program and in coordination with the Resident Legal Officer.

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.

3. **Supervisory Relationship**
   The Supervisory Administrative Management Specialist works independently under the general supervision of the Executive Officer in Tunis and/or his/her designee. Assignments are made orally and in writing. Most assignments are self-generated and occur in the normal course of the work. The Specialist sets priorities and uses initiative in the performance of duties, determining those that must be coordinated with the supervisor or with technical experts in Frankfurt or Washington. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist is expected to carry out those tasks independently.

4. **Supervisory Controls**
   The Specialist directly supervises an Administrative Assistant who supports the Program, Economic Growth, and Democracy and Governance Offices. In addition, the job holder supervises two chauffeurs for the Tunisia and Libya Offices.

12. **PHYSICAL DEMANDS**
   The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a) **Education:** Bachelor’s degree in Business Administration, Public Administration, Management, Finance, Social Studies or related Liberal Arts studies is required.

b) **Prior Work Experience:** At least five years of progressively responsible, job related, professional-level experience in the areas of administrative/logistics management, personnel, management/leadership, or business administration is required.

c) **Language Proficiency:** Fluency (level IV) in spoken and written English and Arabic are required. Good (level III) spoken and written French is 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.

**Education: Maximum number of points 10.** All candidates meeting only the minimum requirement will receive a maximum of 8 points. Additional points, up to a maximum 2 points, will be assigned if the candidate holds a Post-graduate degree/certification/Master’s degree or higher in Business Administration, Public Administration, Management, Finance in one of the required fields.

**Prior Work Experience: Maximum number of points 20.** All candidates meeting only the minimum requirement will receive the maximum of 15 points. Additional points, up to a maximum of 5 points, will be assigned if a candidate has more than 5 years of relevant experience. Prior experience with the U.S. Government is a plus.

**Job Knowledge: Maximum number of points is 30 -** A good understanding of Government/International organization management practices as well as prevailing personnel management customs and practices is required. Must have the ability to research, locate, understand and interpret regulations and apply these to specific cases in the areas of personnel, acquisition regulations, travel, property management, and correspondence and records management. All candidates meeting the minimum requirement will receive 25 points. Candidates with relevant USG experience will receive up to additional 5 points in this category.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

**Skills and Abilities: Maximum number of points is 40 -** The Specialist must have excellent communication and interpersonal skills to work within a culturally diverse, inter-agency, multidisciplinary team. The ability to understand the needs of internal clients and external suppliers is required. The Specialist must be a dynamic self-starter – able to work calmly, tactfully and effectively under pressure with the flexibility to manage more than one activity at a time. The Specialist must have very good organizational and planning skills and the ability to work independently. Must be able to function with minimal day-to-day guidance and understand when consultation is needed with technical experts when functional responsibilities are not well defined or well established. Must be able to prioritize workload given the varied responsibilities of the position. The ability to maintain strict confidentiality relating to sensitive management areas is required. Must have demonstrated ability to effectively use Google applications as well as the Microsoft suite of software applications including Word, Excel, and PowerPoint. Must be able to develop and set up spreadsheets that include various formulas for the calculation of costs, percentages, and multipliers. Must have an ability to draft official correspondence and reports, and prepare presentations. Ability to
organize and maintain filing systems, technical documents, and must possess sound judgment and an ability to organize the workload of the position and meet assigned tasks deadlines. All candidates meeting the minimum requirement will receive 30 points. Candidates with advanced demonstrated skills will receive up to an additional 10 points.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

Reference check: (Pass/Fail)

The successful candidate(s) will be evaluated based upon the following:
1. A preliminary review of the applicant's submitted application package to establish that minimum educational and experience requirements are met.
2. Language test (English & French)
3. Written Test
4. Interview
5. Reference verification (Pass/Fail) checks.

USAID/MERP, Frankfurt’s Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience. A Language test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants. Applicants will be contacted for the written test (Step 3) and further for the interviews (Step 3 & 4).
- Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).
- Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

**IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to apply via [ERA](#) (Electronic Recruitment Application) system.

2. Kindly ensure you enclose a Cover Letter, CV/Resume, valid residence/work permit and a list of 3 references in ERA by the closing date and time specified in **Section 1, item 3.**
3. Offeror submissions must clearly reference the Solicitation number on all documents submitted by the offeror.

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

   * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

**V. 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:

1. Background investigation forms
2. Medical clearance forms

**VI. BENEFITS AND ALLOWANCES**

Benefits/Allowances as applicable for Tunisia Local Compensation Plan includes:

- Food Allowance
- Transportation Allowance
- Miscellaneous Benefit Allowance
- Year-End Allowance
- Biweekly Bonus

**VII. TAXES**

The U.S. Mission Post will not assume any obligation or responsibility to withhold taxes levied by the host government. It is the responsibility of the individual to ensure that all requirements as established by the Tunisian Government regarding taxes are adhered to.

**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:

2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

Subpart 52.2—Text of Provisions and Clauses


Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.

**ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) **Definition.** As used in this clause -

*United States or its outlying areas* means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and


(b) **Authority.** This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) **Personal Services Contracts with individuals.** As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

**Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**
USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at https://www.saferfederalworkforce.gov/contractors/.

3. **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:

| LINE ITEMS |
|------------|------------|----------|----------|----------|
| ITEM NO (A)| SUPPLIES/SERVICES (DESCRIPTION) (B)| QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
| 0001 | Compensation, Fringe Benefits and Other Direct Costs (ODCs) |
| | - Award Type: Cost |
| | - Product Service Code: [e.g. R497] |
| | - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] |
| | 1 | LOT | $ _TBD_ | $_TBD at Award after negotiations with Contractor |


5. **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.

6. **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.