SOLICITATION NUMBER: 72068020R100006  
ISSUANCE DATE: August 31, 2020  
CLOSING DATE/TIME: September 18, 2020 at 12:00 noon Cotonou Local Time

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) Administrative Assistant  
(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,

Guadalupe Ramirez  
Guadalupe Ramirez  
Contracting Officer

U.S. Agency for International Development  
C/O American Embassy, 01 B.P. 2012  
Cotonou, BENIN  
Tel: (229) 21-36-76-00, 21-30-06-50  
Fax: (229) 21-30-12-60  
http://www.usaid.gov/bj
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068020R100006
2. ISSUANCE DATE: August 31, 2020
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: September 18, 2020 at 12:00 noon Cotonou Local Time
4. POINT OF CONTACT: cotonouhr@usaid.gov and copy Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov.
5. POSITION TITLE: Administrative Assistant
6. MARKET VALUE: FCFA 9,974,528 – FCFA 18,452,872 equivalent to FSN-08
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Benin. Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE:
   The period of performance is five (5) years, estimated to start in November. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
8. PLACE OF PERFORMANCE: Cotonou, Benin with possible travel as stated in the Statement of Work.
9. ELIGIBLE OFFERORS: All interested candidates eligible to work in Benin. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
   All applicants must provide proof of eligible citizenship in their application. Non-Benin citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Cotonou, Benin. If transportation to Cotonou is required, it will be the employee’s responsibility.
10. SECURITY LEVEL REQUIRED: Employment Authorization
11. STATEMENT OF DUTIES
BASIC FUNCTION OF POSITION

This position will provide operational support services to two offices in USAID/Benin: The Office of Acquisition and Assistance (OAA) and the Office of Financial Management (OFM). OAA is responsible for the procurement and administration of multi-million-dollar contracts, grants and cooperative agreements for the USAID/Benin Office. OAA Benin consists of one Senior Acquisition and Assistance (A&A) Specialist and two A&A Specialists.

OFM maintains all official financial data at the Office level and provides the full range of financial management and support services to the Office while ensuring full compliance with USAID financial management policy and other USG statutory requirements. OFM consists of one Chief Accountant, one Financial Analyst, one Budget Analyst/Accountant, and one Voucher Examiner.

The incumbent provides a variety of services including key administrative procurement and financial management support duties to OAA and OFM. The incumbent reports directly to the Chief Accountant.

MAJOR DUTIES AND RESPONSIBILITIES

a) Office of Financial Management (55%):

Payroll supports:

- Serves as the Mission WinTA & WebTA Master Timekeeper, reviews and maintains proper Time and Attendance (T&A) reporting for all employees.
- Analyzes daily payroll reports, detects, and adjusts discrepancies for reconciliation.
- Analyzes other payroll reports and responds to payroll data calls.
- Ensures personnel actions are correct and liaises with the payroll center for any issues.
- Ensures final payment to employees is prepared and submitted, according to Mission policies.
- Prepares and deposits the monthly local social security contributions for FSNs.

Document Control actions:

- Serves as Document Control Clerk (DCC) in the Financial Office.
- Receives, stamps, assign control number and logs through ASIST and the Mission Accounting System all incoming invoices, vouchers, claims, etc.
- Distributes the invoices to the AORs/CORs, SVE, CO for approval and assign them to the voucher examiner for review and processing for payment.
- Maintains the payment tracking system to follow through up to the electronic funds transfer or delivery of the check to the vendor. Monitors compliance with the Prompt Payment Act.
• Manages and responds to request for information or claim from vendors about payment issues
• Provides a daily unprocessed voucher report to AORs/CORs and OFM for review.

Declining Balance Card Management:

• Maintains and issues the Declining Balance Cards (DBC) to travelers in accordance with established procedures.
• Provides travelers with statement of transactions and customer response service to all users.
• Filters questions and research background information in order to notify OFM and the DBC coordinator of any emergency requests which requires their attention.

Payments and collections:

• Downloads financial transaction reports from SHIFTS, CITIBANK.
• Collects and verifies the supporting documents for disbursements and collections made by the US Embassy for the Mission and submit them to be processed.
• Issues bills for collection generated as a result of any amount overdue including outstanding advance, travel cost construct, personal call, etc.

b) Office of Acquisition and Assistance (35%):

Procurement Support:

• Maintains an electronic spreadsheet/log of all tracking sheets, such as list of active awards, workload tracker, Continuous Learning Points (CLPs), and partner contact information.
• Assists OAA staff in drafting acquisition and assistance letters and memos.
• Ensures distribution of award documents to applicable stakeholders.
• Assists A&A Specialists with the Agency’s requirement to upload all procurement and award documents into the Agency Secured Image and Tracking System (ASIST).
• Follows up on procurement actions due dates based on an established procurement plan developed by OAA.
• Maintains and reports all the hard copy files for award documents including maintaining vital records.

Closeout Management:

• Monitors completion dates of all awards to initiate close out and follow-up with relevant persons on close-out actions.
• Oversees the proper disposition, recording, packaging, and storage of all OAA official files and documents. Ensures that a disposition schedule is established for boxes and files according to ADS 500.
c) Administrative Support services for the two teams: 10%

- Supports in all events by coordinating with other relevant offices, sending invites, confirming attendance, ensuring building access, the availability of facilities including the room, escorting attendants and coordinating overall logistics.
- Records, tracks and responds to queries on the status of documents submitted for action, clearance, or approval.
- Prepares complex travel requests for both international and in-country travel, as required.
- Provides Logistics support services for all official visitors by ensuring country clearance, facility access, accommodation, transportation, security briefing, communication devices as mandated by the Mission policies.
- Translates simple documents from French to English and English to French.
- Serves as requester in GLAAS and ILMS.
- Oversees the proper filing, recording and storage of all official files and documents. Ensures that disposition schedule is followed according to Agency procedures and requirements.

POSITION ELEMENT

a. Supervision Received: The incumbent will receive work guidance in two teams, OAA and OFM. S/he will work under the direct supervision of the Chief Accountant. In carrying out work-related duties and responsibilities, the incumbent is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and other progress reports.

b. Supervision Exercised: The Administrative Assistant does not directly supervise other USAID staff.

c. Available Guidelines: The incumbent will be expected to acquire an understanding of and apply USAID policies and procedures that govern procurement and financial management: Automated Directives System (ADS) handbooks, Mission Orders, Mission Notices, Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent must be proactive in keeping up to date on policies and regulations.

d. Exercise of Judgment: Incumbent is required to exercise judgment and discretion in establishing work priorities, and communicating with USAID staff, partners and GOB counterparts. Must develop strong customer services skills.

e. Authority to Make Commitments: The incumbent has no independent authority to commit funds on behalf of the U.S. Government.

f. Nature, Level, and Purpose of Contacts: Incumbent coordinates with Embassy officials, personnel of other Mission staff members to gather information, make logistical arrangements, organize events, respond to inquiries, and handle documents. S/He provides non-technical information about USAID/Benin's operations to implementing partners, and
members of the public. S/He is expected to keep high level of contact with different stake holders

g. Time Expected to Reach Full Performance Level: One year

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

a. Education: Education – A College/University studies equivalent in Business Administration, International Relations, Public Administration, Finance or a related field is required.

b. Prior Work Experience -- Minimum of three years of progressively responsible experience as administrative, financial management or procurement support, including working on trackers, filing systems and sensitive information is required. At least two years’ experience shall be in a senior secretarial or program support position in a corporate, local or international organization or internationally recognized company. Previous experience must demonstrate ability to achieve full proficiency in this position.

c. Language Proficiency

Good working knowledge Writing and Speaking in both English and French is required. A minimum of a good working knowledge of English is required (Level 3). This includes having a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English speaking and non-English speaking persons. Language proficiency may be tested.

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.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her work experience, knowledge, skills and abilities. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson’s decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

**Prior Work Experience (30%)**: Minimum of three years of progressively responsible experience as administrative, financial management or procurement support, including working on trackers, filing systems and sensitive information is required. At least two years’ experience shall be in a senior secretarial or program support position in a corporate, local or international organization or internationally recognized company. Previous experience must demonstrate ability to achieve full proficiency in this position.

**Job Knowledge (40%)**: Must possess knowledge of office management, document management, scheduling, planning tools and procedures. Must learn USAID requirements in order to correctly apply these for preparation and processing of correspondence and obligations documents, file maintenance, contract management, and budget planning. Must have sufficient understanding of office operations and functions related to acquisition, assistance and financial management.

**Skills and Abilities (30%)**: Minimum requirements for this position include ability to use computers effectively and have a working knowledge of Internet use. This also includes proficiency in word processing and basic skills in using spreadsheets. The position requires basic analytical skills which enable the incumbent to understand and correctly apply mandatory policies and regulations. Careful execution of numerous tasks with attention to detail, the ability to organize activities and manage time is essential. The incumbent should be a self-starter and willing to learn and apply new skills to improve professional and technical performance in the position. Must have strong interpersonal skills. The incumbent is expected to relate to staff within OAA and OFM, to all vendors, counterparts and staff of USAID partners with tact, courtesy and professionalism. The incumbent must exercise judgment appropriately and know when to refer an issue to the supervisor or to another senior member for resolution.

In addition, the job holder must possess the following skills:
- Excellent written communication skills required to prepare regular reports, letters and other correspondences
- Ability to work in a team environment and with a broad range of collaborators. Ability to work both independently and in a team.
• Demonstrated ability to work independently, to manage several activities at once and work under pressure to meet deadlines.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. PRESENTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified Offerors must submit the following documents, or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: https://www.usaid.gov/forms/aid-309-2, in English. All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English Language**
2. Cover letter and current resume or curriculum vitae (CV), in English. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.

3. Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews. Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

4. Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: cotonouhr@usaid.gov, and copy Clemencia Acacha at cacacha@usaid.gov, and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

5. Relevant educational certificate(s), and resident permit.

6. Application should be in English Language.

7. 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.

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 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. Background Investigation Form
3. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

1. BENEFITS:
   ● Medical Insurance
   ● Annual Leave
   ● Local and American Holidays
   ● Annual Bonus

2. ALLOWANCES:
   ● Miscellaneous Benefits Allowance
   ● Education Allowance (If applicable)

VII. TAXES
Taxes calculation and payment are made as per the local compensation plan.

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

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


Pricing by line item is to be determined upon contract award as described below:

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
</table>
| 0001 | Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: PSC-CCN  
- Product Service Code: R497  
- Accounting Info: 680MOE2020 | 1 | LOT | $_TBD__ | $_TBD at Award after negotiations with Contractor |

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

END OF SOLICITATION