



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038820R10008

ISSUANCE DATE: September 10, 2020

CLOSING DATE/TIME: September 24, 2020 at 04:30PM

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Assistant (Health), FSN - 09

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Markus D. Dausses
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038820R10008
2. **ISSUANCE DATE:** September 10, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 24 at 4:30 pm local time in Dhaka, Bangladesh.
4. **POINT OF CONTACT:** KMA Zubin Faisal, e-mail at zfaisal@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.
5. **POSITION TITLE:** Project Management Assistant (Health), FSN – 09
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** FSN-09, 40 hours equivalent (TK. 2,026,734.00 – TK. 3,637,020.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.
8. **PERIOD OF PERFORMANCE:** The period of performance is five years, with the possibility of extensions.
9. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.
10. **ELIGIBLE OFFERORS:** This is a Cooperating Country National position; any Bangladeshi National is eligible to apply.
11. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.
12. **STATEMENT OF DUTIES:**

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The position of Project Management Assistant (Health) is based at the Office of Population, Health, Nutrition and Education (OPHNE), USAID/Bangladesh. The primary purpose of the position is to perform programmatic and technical responsibilities in managing the health program. S/he also serves as a project management team member and is responsible for supporting the technical staff in the Infectious Diseases Cluster in administrative actions related to health activities, as required for the team. S/he serves as Alternate Agreement Officer's Representative (AOR)/Contracting Officer's Representative (COR) and as Activity Manager for assigned activities. S/he also performs monitoring and evaluations functions to track the performance of activities and programs across the health portfolio. In addition, the Project Management Assistant (Health) plays a critical role in ensuring full compliance of all OPHNE projects with regulations including family planning, environment, and climate risk mitigation in line with all relevant and applicable statutes of the Agency.

B. STATEMENT OF DUTIES TO BE PERFORMED

Project Management

70%

As Alternate Agreement Officer's Representative (Alt. AOR) or Alternate Contracting Officer's Representative (Alt. COR), manage bilateral health activities and provide technical direction, guidance, and oversight for the achievement of mission and agency objectives. Also serve as Activity Manager, providing management and oversight to selected centrally-funded and field support activities, liaising with Washington and relevant technical staff for successful program implementation.

Technical:

- Ensure that annual work plans are consistent with project objectives and that they are prepared and approved in a timely manner.
- Monitor program performance through consultations, document reviews, progress review meetings, and field trips. Assure quality and timeliness of all deliverables – reports, attainment of milestones, etc.
- Responsible for bringing any problems in performance to the attention of the contract/grants officer and PHNE staff and for ensuring that remedial actions are taken.
- Participate in contract/grant closeout actions, ensuring that all performance has been completed satisfactorily and all property accounted for.

Financial:

- Coordinate with Mission financial analysts to track expenditures and pipeline and to coordinate the timing of incremental funding.
- Track quarterly financial statements and annual performance narratives in compliance with award conditions. Ensure that obligations, expenditures and pipelines conform to action plans, agreements, and budgets.
- Administratively approve payment vouchers and requests for advances. Review activity budgets for appropriateness.
- Work in collaboration with the PHNE Office in ensuring that implementing partners prepare quarterly accruals and other required reports. Review and sign vouchers.
- Develop and maintain technical-level contacts and represent the Health Office at meetings and events with USAID offices, other U.S. government agencies, development partners, Chiefs of Party, Government of Bangladesh counterparts, and the private sector.

Provide administrative support to the Infectious Diseases Cluster, including the drafting, preparing, and processing of activity documentation. Draft Global Acquisition and Assistance System (GLAAS) requests, correspondences, and invitations.

Monitoring, Evaluation, Learning and Compliance

30%

- Support the office in preparing for periodic portfolio reviews of the health program and contribute to office wide preparations for annual operational planning, performance reporting, and other statutory reports.
- Identify and track performance indicators for health activities, and conduct Data Quality Assessments of those indicators to be incorporated in the annual Performance Plan and Report and the Performance Monitoring Plan.

- Contribute in developing, maintaining, and regularly updating the PHNE Performance Management Plan (PMP) including collecting, compiling, and reporting on operational plan indicators.
- Contribute in drafting the health section of the annual Performance Plan and Report, the Operational Plan, and other Mission reporting documents.
- Environmental compliance: In coordination with the Mission Environment Officer, the Job Holder provides support to all AOR/COR/Activity Managers to ensure that environmental compliance is in place for all OPHNE health and education activities. S/he organizes periodic meetings with the implementing partners and conducts field visits to ensure that compliance plans are in place and are applied. S/he reviews all relevant program documents including program descriptions, work plans and reports to ensure that environmental compliance is adequately addressed.
- Family Planning Compliance: The Job Holder collaborates with the Family Planning lead to monitor and ensure compliance with all statutory abortion and family planning regulations for OPHNE programs and activities. S/he coordinates with AORs/CORs a/AMs to develop, implement and document monitoring activities for family planning compliance across the health portfolio.

C. SUPERVISORY RELATIONSHIP

The Job Holder is supervised by the Infectious Diseases Cluster Lead who will oversee work objectives and performance measures and will offer professional guidance. S/he is expected take initiative and work independently, with the supervisor providing professional, technical, and interpersonal communication advice and oversight.

D. SUPERVISORY CONTROLS

Formal supervision of other Mission staff is not contemplated.

13. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Completion of at least two years of University degree in health, development studies, social sciences, public administration, business studies, or a related field is required.

Prior work Experience: The Project Management Assistant (Health) must have minimum of three years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, preparation and tracking of project documentation in a development setting.

Job Knowledge: Broad understanding of the nature and goals of the donor funded public health programs is required. The Job Holder must have a general familiarity with the best practices in development project design, implementation, management, monitoring and evaluation. Knowledge of environmental and family planning compliance is required.

Skills and Abilities: Must be self-motivated, able to learn quickly, work with a minimum of immediate supervision and manage a number of tasks at the same time. Ability to use personal computers and Microsoft Office software. Must be able to obtain, organize and analyze data and be able to prepare accurate, precise and well organized reports. Strong interpersonal skills are required. Must be able to develop and maintain working-level contacts with government, implementing partners, non-governmental organizations and private sector entities.

Language Proficiency: Level IV (fluent) English and Bangla language ability in speaking, reading and writing are required. The Job Holder should be able to prepare correspondence and standardized reports and communicate effectively with English-speaking staff. English level will be tested.

III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the following selection criteria:

- **Education: (Pass/Fail)**
- **English Language Proficiency: (Pass/Fail)**
- **Prior Work Experience: (20 Points)**

The Project Management Assistant (Health) must have minimum of three years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, preparation, and tracking of project documentation in a development setting.

- **Job Knowledge: (40 Points)**

Broad understanding of the nature and goals of the donor funded public health programs is required. The Job Holder must have a general familiarity with the best practices in development project design, implementation, management, monitoring and evaluation. Knowledge of environmental and family planning compliance is required.

- **Skills and Abilities: (40 Points)**

Must be self-motivated, able to learn quickly, work with a minimum of immediate supervision and manage a number of tasks at the same time. Ability to use personal computers and Microsoft Office software. Must be able to obtain, organize and analyze data and be able to prepare accurate, precise and well organized reports. Strong interpersonal skills are required. Must be able to develop and maintain working-level contacts with government, implementing partners, non-governmental organizations and private sector entities.

IV. SUBMITTING AN OFFER

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form **AID 309-2, “Offeror Information for Personal Services Contracts,”** available at <https://www.usaid.gov/forms/aid-309-2>. The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.
2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
 - a) **Education:** how candidate's education level meets the minimum requirements.
 - b) **Work Experience:** how candidate's prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. To fully evaluate each application, every CV must include:
 - a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.

- b) Specific duties performed that fully detail the level and complexity of the work.
- c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives;
5. A passport-size photograph (taken within six months), a copy of passport or voter ID or driver's license and copy of educational or trade school certificate as required.

WHERE TO APPLY:

Applications must be addressed to:

Human Resources Office

Attention: Executive Officer

Address: USAID, Embassy of the United States of America

Madani Avenue, Baridhara

Dhaka – 1212

*Applicants must submit the full application package via the online application portal as detailed below to be considered. Failure to do so may result in a determination the applicant is not qualified. (Online Application Process instructed below)

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

Online Application Process:

Applicants would be required to create or already have a personal GMAIL account to access the online form. Access the 'USAID/Bangladesh Online Recruitment Form' [HERE](#).

Follow the instruction within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

When an offer for the position is made, the successful candidate will be required to complete the following:

1. Medical examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

BENEFITS

- Provident Fund Contribution (10% of base salary) after one year
- Annual & Sick Leave
- 2 Festival Bonuses
- Medical reimbursement
- Life insurance

VII. TAXES

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

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>
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>

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

-----X-----