



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038622R10014

ISSUANCE DATE: April 12, 2022

CLOSING DATE/TIME: May 5, 2022 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) – Administrative Management Assistant.

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 a 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 Attachment 1.

Sincerely,

R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038622R10014
2. **ISSUANCE DATE:** April 12, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 5, 2022 / 23.59 hours Indian Standard Time (IST)
4. **POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
5. **POSITION TITLE:** Administrative Management Assistant.
6. **MARKET VALUE:** INR 1,116,717 - INR 1,726,248 equivalent to FSN-9. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. 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.
8. **PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
10. **SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of Contract**

The incumbent serves as the senior Administrative Management Assistant (Office Manager, Indo-Pacific) in USAID/India's high-profile Indo-Pacific Office (IPO). S/he will be

responsible for all administrative support and project management support functions. The incumbent serves as the recognized expert on all administrative/project management support issues, keeping the IPO development specialists informed of current policies and procedures governing all support activities, and implementing best practices. S/he will provide substantive support to the IPO for day-to-day program/project management, financial management, administrative assistance, and internal and external communications with various stakeholders. This could include India-specific engagement as well as with stakeholders in other countries. Under the direct supervision of the Office Director and/or his/her designee, s/he will have primary responsibility for tracking Indo-Pacific Strategy (IPS) coordination-related project information pertaining to performance measures, quarterly and annual progress reports, financial analysis and other reporting. Depending on the evolving size of the IPO portfolio at a given time, the incumbent could also be assigned to provide services to other USAID/India Offices or serve as a lead or alternate Contract Officer's Representative/Agreement Officer's Representatives (COR/AOR) for certain activities. S/he will keep abreast of the current issues and challenges in the related sectors where the office programs are active and maintain necessary project documentation and periodic status reports. The incumbent will also track office budget, procurement actions, obligations, financial pipeline for individual projects, performance management indicators, annual reporting, partnerships and leveraging, and communication and outreach activities with respect to the office programs.

b) Statement of Duties to be performed

A. Office Management (50%)

The incumbent oversees and coordinates administrative management activities for the Indo-Pacific Coordinator and IPO staff and performs a full range of administrative duties and logistical support. These services include, but are not limited to, MyServices requests, travel arrangements in E2 and visa support, records management, maintenance of time and attendance, preparing letters, memos, diplomatic notes, cables and related documents; organizing partners' meetings and updating partner contact lists; providing all necessary arrangements for TDY staff and providing contractor support services. S/he provides support to the IPO in organizing training, events and field/site visits, including for high-level visitors. S/he also provides personal assistance to the Office Director including, but not limited to, scheduling appointments, maintaining calendars, arranging transportation, and drafting and reviewing correspondence.

The incumbent keeps informed of all work assignments as needed in order to ensure the smooth functioning of the office. S/he ensures that administrative assignments are completed in a timely and efficient manner. S/he looks for ways to simplify the administrative workflow and to achieve work efficiencies.

The incumbent coordinates requisitions of office supplies and equipment. S/he prepares procurement requests for local supplies and services and follows up with the EXO/GS point of contact for processing of Purchase Orders. S/he ensures adequate availability of expendable and non-expendable materials and supplies for office staff. S/he ensures that office equipment is functioning and periodically maintained. S/he coordinates with the

EXO/GS for equipment repair or new requests. S/he annually reviews emerging equipment needs for the office and recommends procurement as/when necessary.

S/he provides support to the Office Director or his/her designee to maintain IPO staffing needs. S/he coordinates with the Office Director or his/her designee and Mission's EXO/HR division for IPO staffing requirements and provides assistance to complete the required formalities/forms.

B. Technical Support (50%)

The incumbent will provide support for the completion of major reports, solicitations, and studies; performs, or assists in performing, editing, proof-reading, formatting, and finalizing a broad range of technical documents, as assigned. S/he will complete limited outside research and consultation, prepare bibliographies and summaries, record program and research notes, or participate in preparation of related documents to strengthen the quality of IPO activities. S/he will provide input and support for special projects, such as coordinating special visitors, and special events (Implementing Partner and donor meetings). Work is coordinated with the Communications Specialist, the Monitoring and Evaluation Specialist, and the various CORs/AORs.

The incumbent supports the USAID/India IPO CORs/AORs and may support CORs/AORs at other IP Missions by performing or coordinating a variety of technical and program management tasks including, but not limited to, documentation of project procurement documents, the Operational Plans (OPs), Congressional Budget Justifications (CBJs), and Project Performance Reports (PPRs).

As assigned, the incumbent may backstop other Office CORs/AORs and/or serve as the lead COR/AOR for certain activities when needed. S/he may support CORs/AORs at other IP Missions in a wide range of financial management assistance functions including, but not limited to, budget tracking, procurement plans, commitment and obligation reports, expenditure plans, accruals and pipeline analysis.

S/he works closely with the project managers in processing Global Acquisition and Assistance System (GLAAS) actions and serves as the office point of contact to ensure all the GLAAS actions for all office programs/projects are completed in a timely manner. S/he will serve as a primary contact within the office for coordination of progress and financial reporting by IPO Implementing Partners (IPs), communication of financial review or audit findings, and recommendations and liaising with the Regional Financial Management Office (RFMO) to coordinate financial review/audit closeout meetings.

S/he develops and maintains information databases including, but not limited to, key Points of Contact among various stakeholders in the Government of India; IPs, other governments, embassies, academic, research institutions, the private sector, and civil society within countries where IPO is engaged. S/he assures that the information is shared within and outside of USAID as appropriate.

S/he accompanies Project Officers on site visits, coordination meetings, and financial reviews, as required/assigned. S/he attends program reviews, management team meetings for office programs, prepares notes/reports, and shares those as appropriate. This includes coordinating with partners for obtaining timely financial information, computing and analyzing the information for accrual submission, and assessing the funding needs of projects. S/he serves as the primary office liaison with the Program Support and Regional Financial Management Officer on financial matters, organizing and preparing of appropriate reports to track the office's financial progress. S/he drafts planned expenditure and commitment data sheets which is used for allocation of Operating Year Budget (OYB), annual report preparation, pipeline analysis, various budget exercises and for the Congressional Budget Justification (CBJ). S/he will assist the development specialists and the Office Director in drafting action memos, weekly and monthly newsletters, briefing memos, talking points, letters, financial tables and statements. S/he will work closely with the Mission's Communication Specialists and Program Managers to ensure project results, impact/success stories are produced and disseminated in a timely manner for advocacy purposes in line with USAID's communication strategy. S/he will work closely with the national and international implementing partners to gather content and develop communication materials for dissemination through social and traditional media channels. S/he is responsible for maintaining factsheets, bulletins, news articles on office-financed activities and assists with drafting speeches/comments to be delivered by Senior Management at project events.

- c) **Supervisory Relationship:** The incumbent reports to the Office Director, Indo-Pacific Office or his/her designee.
- d) **Supervisory Controls:** The supervisor provides assignments in terms of general guidance only in regard to policies, objectives, priorities, and suggestions on timeframe and approach to completing assigned responsibilities. The majority of assignments occur from the normal flow of office functions. Operations and results are reviewed for adequacy, the degree to which desired outcomes are achieved, and thorough review of written work products.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** Completion of a Bachelor's degree in Arts, Commerce, Finance, Statistics, Mathematics, Economics, Science, Sociology, International/Community Development, Social Sciences or a related field is required.
- b) **Prior Work Experience:** Minimum five years of progressively responsible administrative management experience involving a full range of administrative and logistical support with an international or development organization or equivalent with a private or host-government entity is required.

- c) **Language Proficiency:** Level IV (fluent) English and Hindi language proficiency in speaking and writing, is required.
- d) **Job Knowledge:** Knowledge of, or ability to develop a good working knowledge of, U.S. government and USAID regulations, a good understanding of program and project procedures and principles (in order to perform a variety of technical duties), and an excellent understanding of general technical and administrative practices and internal controls relevant to the position. Knowledge of government programs, other development agencies, NGOs, and private sector entities active in development is required.
- e) **Skills and Abilities:** The incumbent must have the ability to establish and maintain contacts with counterparts in relevant host-government and partner organizations. The ability to communicate effectively, both orally and in writing. The ability to obtain, evaluate, analyze, and interpret data; and to prepare precise, accurate, and complete information for required reporting. The ability to recognize significant developments and trends gleaned from the collected data and bring it to the attention of supervisors. The ability to work and coordinate activities with a variety of international and national stakeholders and several staff members within the agency. Must be able to demonstrate computer literacy in a variety of applications (e.g. Microsoft Office -Word, Excel, PowerPoint; and the ability to master E2, GLAAS, and other USAID-specific applications) is required. Must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships internally and externally.

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>.

A. SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Phase-III: The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Education 10 points
- Prior Work Experience 20 points
- Job Knowledge 30 points
- Skills and Abilities 40 points

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:
http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc.
2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. Submit **electronic copies** of applications to: indiaper@usaid.gov.
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. 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. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee's salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee's credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission's Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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:

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/ads/policy/300/aidar>

2. **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
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(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.

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: TBD	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

4. 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>
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/resources_standards-of-conduct.
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.

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.