



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72038820R10004**

**ISSUANCE DATE: November 6, 2019**

**CLOSING DATE/TIME: November 20, 2019 04:30 PM**

**SUBJECT:** Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Administrative Assistant, FSN-7

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

U.S. Agency for International Development  
U.S. Embassy  
Madani Avenue, Baridhara  
Dhaka-1212, Bangladesh

Tel: (880-2) 5566-2000  
Fax: (880-2) 5566-2909  
[www.usaid.gov/bangladesh](http://www.usaid.gov/bangladesh)

## ATTACHMENT 1

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038820R10004

2. **ISSUANCE DATE:** November 6, 2019

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 20, 2019; 4:30 pm local time in Dhaka, Bangladesh.

4. **POSITION TITLE:** Administrative Assistant

5. **MARKET VALUE:** FSN-7, 40 hours equivalent (TK. 1,117,491.00 – TK. 1,963,324.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** The period of performance is five years, with the possibility of extensions.

7. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh, with possible travel as stated in the Statement of Work.

8. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.

9. **AREA OF CONSIDERATION:** This is a Cooperating Country National position, any Bangladeshi National is eligible to apply.

### 10. STATEMENT OF DUTIES:

#### 1. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The Administrative Assistant to the Office of Financial Management is part of a team of administrative assistants that support overall Mission goals. The Administrative Assistant is responsible for a wide variety of activities dealing with the administrative function of a USAID office. The Administrative Assistant supports the overall daily and long-term functioning of the office as related to travel, supplies and services coordination of team meetings, correspondence, coordination with other offices, Document and task scheduling etc. In addition, the Administrative Assistant maintains files on office-related matters such as support on travel, supplies and services, time and attendance reports, coordination of team meetings, and information records management as well as timekeeping functions. OFM related specific duties performed by the Administrative Assistant are described in detail under major duties and responsibilities. From time to time however, the Administrative Assistant may temporarily backstop other Administrative Assistants upon request from EXO and approval from the Controller.

#### 2. STATEMENT OF DUTIES TO BE PERFORMED

General Administrative Support (45%)

- Maintains Controller's calendar.
- Makes appointments and schedules meetings.
- Function as travel arranger. Makes travel arrangements for the office.
- Maintains Leave Plan of all members of the OFM Team.
- Prepares Time and Attendance sheets /serves as a timekeeper in WebTA for OFM staff (12 FSNs and three USDHs).
- Checks/clears all electronic country clearance cables for OFM signature.

- Helps prepare travel vouchers for all OFM staff.
- Facilitates new employee orientation and employee departures for the office as needed.
- Coordinates entry of visitors to the Chancery with Administrative Assistants of Offices/Teams, escorts visitors and arranges visitor clearances with the Local Guard Program.
- Processes routine requests, such as after hour access and visitor access requests.
- Provides logistic supports for OFM events such as training programs, conferences and retreats.
- Plans and coordinates events for the office, working with other USAID and Embassy offices and external contacts.
- Locates and assembles information from various reports, briefings, meeting, etc. for use by OFM team.
- Plans and arranges the maintenance and preparation of information needed for budgeting exercises and reports.
- Coordinates with Embassy-designated personnel to conduct applicable tasks under their responsibilities as needed by USAID to complete procedural requirements.
- Assists in or completes short non-recurring tasks for the Controller as needed.
- Coordinates other ad hoc projects as needed.

#### OFM Document Control and Filing (35%)

- Ensures the management of all office official electronic and hard copy filing systems in accordance with USAID Agency policies, which includes the maintenance of vital records on a bi-annual basis and the periodic retirement of old files.
- Oversees and provides support for office document processing, including scanning of documents for electronic filing and/or distribution as well as a large volume photocopy requests.
- Organizes and maintains record files according to the Automated Directive System (ADS) for the OFM Team.
- Drafts routine, technical and non-technical correspondence, according to established content, procedures or instructions.
- Ensures documents have all of the appropriate signatures needed and required by internal policy and on behalf of the United States Government.
- Makes photocopies for OFM Staff as necessary.
- Delivers important letters as directed.
- Collects official mail from the USAID mailbox and distributes to OFM staff.

#### OFM Voucher Management (20%)

- Maintains the Voucher Tracking System (VTS) and vouchers log.
- Logs in the invoice/payment document requests from vendors or USAID employees.
- Ensures all vouchers are stamped and distributed to individual Voucher Examiners.
- Scans documents and saves documents in USAID's Agency Secure Image and Storage Tracking (ASIST) system.
- Performs the role of Document Control Officer (DCO) to log-in and distribute payment vouchers in ASIST.
- Obtains new document numbers from USAID's accounting system (Phoenix) and creates folders in ASIST under the Phoenix numbers.
- Processes/prepares documents to route to agreement officer representative (AOR) or contract officer representative (COR) for administrative approval.
- Processes payments through Phoenix with correct vendor code.
- Distributes voucher log report weekly to Controller, Certifying Officer and Payment Section staff.

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 incumbent will be supervised by the Deputy Controller at OFM.

### 4. SUPERVISORY CONTROLS

None.

## 11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Kafia Khan, [kafkhan@usaid.gov](mailto:kafkhan@usaid.gov). Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

**Education:** At least two years of full time post-secondary study (or the equivalent hours spread across a part time study period) at college or university is required.

**Prior work Experience:** Three years of progressively responsible experience in administrative areas is required.

**Job Knowledge:** Must have good working knowledge of administrative and filing procedures. Personal appearance must be appropriate for the position. S/he will meet visitors, the incumbent must project a friendly attitude and exhibit polite manners.

**Skills and Abilities:** Incumbent must be able to use office productivity applications such as Microsoft Word, Excel, and PowerPoint. Incumbent should be familiar with state-of-the art e-mail communications such as Gmail. The Administrative Assistant should be familiar with basic PC and network functions, operations and techniques. The Administrative Assistant must be able to follow instructions, to inform visitors of Chancery regulations regarding escorted visitors, to communicate quickly to appropriate officials (Local Security Office, Receptionist, Post One or USAID Executive Office) regarding any incident or situation that would require investigation or action by security personnel.

## 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:

- 1. Experience (30 points)**  
The incumbent must have 3 years of progressively responsible experience in administrative functions. Considerable weight will be given to work experience involving office administration support including time and attendance reporting, document tracking and event/calendar management.
- 2. Job Knowledge (40 points)**  
Excellent knowledge of general administrative, document control and filing procedures. Candidates who have good working knowledge of overall administrative support functions including knowledge of visitor assistance may be considered more favorably.
- 3. Skills and Abilities (30 points)**
  - Able to use office productivity applications such as Microsoft Word, Excel, and PowerPoint.
  - Good word-processing and internet skills.
  - Familiarity with basic PC and network functions, operations and techniques as well as electronic communication and time/event management tools such as Google. Ability to follow instructions, to inform visitors regarding office building access procedures and communicate quickly to appropriate officials (Local Security Office, Receptionist, Post One or USAID Executive Office) regarding any incident or situation that would require investigation or action by security personnel.
  - Ability to work well and take initiative with minimal supervision.

- Good English reading and writing skills.
- Good interpersonal skills.

#### **IV. PRESENTING 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: HRO

Address: Embassy of the United States of America

Madani Avenue, Baridhara

Dhaka – 1212

Applicants must submit the full application package either

- By regular mail (postal service)  
OR
- Deliver by hand to the South barrier of the U.S. Embassy  
OR
- Submit an online application 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](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>

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