



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72063621R10001  
**ISSUANCE DATE:** November 25, 2020  
**CLOSING DATE/TIME:** December 18, 2020 -16H30  
Freetown time, GMT

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC): *Development Program Assistant based on the Local Compensation Plan - Internal Candidates Only*** (USAID, DOS, CDC, DOD, Peace Corps).

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 Attachment 1.

Sincerely,

(Signed)

Ifeoma Ezeh  
Contracting Office

UNITED STATES ADDRESS :  
USAID/GUINEA, Department of State  
2110 Conakry Place, Washington DC 20521-2110  
United States

INTERNATIONAL ADDRESS:  
USAID/GUINEA, B.P. 603, c/o American Embassy  
Transversale no. 2, Centre Administratif de Koloma  
Commune de Ratoma, Conakry, GUINEE

Tel: (224) 655 10 40 00  
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www.usaid.gov

**I. GENERAL INFORMATION**

1. **SOLICITATION NO: 72063621R10001**
2. **ISSUANCE DATE:** November 25, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 18, 2020 -16H30 Freetown time, GMT
4. **POINT OF CONTACT:** HR Team at conakrypscjobs@usaid.gov
5. **POSITION TITLE: Development Program Assistant**
6. **MARKET VALUE:** *Le106,244,245 to Le164,678,582* per annum equivalent to **FSN-9** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of (US Embassy/Sierra Leone). Final compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated.
7. **PERIOD OF PERFORMANCE:** *One year with four renewable one year option periods*, estimated to start on May 09, 2021.

“The **base** period will start on or about May 09, 2021 and end on or about May 08, 2022. Based on Agency need, the Contracting Officer may exercise additional **option periods** for the dates estimated as follows.

Base Period:	May 09, 2021 to May 08, 2022
Option Period 1	May 09, 2022 to May 08, 2023
Option Period 2	May 09, 2023 to May 08, 2024
Option Period 3	May 09, 2024 to May 08, 2025
Option Period 4	May 09, 2025 to May 08, 2026

Extensions will be contingent on satisfactory contractor performance, continued need for the services and availability of funds.

8. **PLACE OF PERFORMANCE: Freetown, Sierra Leone.**  
With the possibility to travel to Conakry, Guinea as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals.
10. **SECURITY LEVEL REQUIRED:** Facility access.

## 11. STATEMENT OF DUTIES

### A. General Statement of Purpose of the Contract

The Development Program Assistant is located in USAID's Office of Sierra Leone Coordination (OSLC) at the U.S. Embassy in Freetown. The incumbent serves as the principal administrative support person for an office of 15 personnel, ensuring that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving so that other office staff members may be more effective. In addition, he/she backstops the Program Advisor on all program functions ranging from budgeting, program design and management, and communications. he/She is supervised by the Program Advisor or designee.

### B. Statement of Duties to be Performed

#### • Administrative Duties

55%

- The Development Program Assistant sets up meetings at the request of the Office Director and other office staff, host government, donor, IP, NGO, private-sector, and other contacts. He/she schedules appointments based on knowledge of the office's commitments and maintains a central calendar for the office, reminding. Takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answers questions personally.
- Supports the office in coordinating meetings within the Embassy, including reserving meeting space, submitting visitor access requests, receiving visitors upon arrival, setting up or printing presentations, and other logistical needs. Assists with organizing representational and other office events.
- Provides logistical assistance to office staff and visitors in connection with official travel, including: submitting travel requests, submitting and/or tracking eCC requests, applications for visas and permits, hotel reservations, travel vouchers, and required motor pool services.
- Coordinates all aspects of daily vehicle support needed for efficient functioning of program and tracks use and maintenance of the USAID armored vehicle in coordination with the Embassy GSO and USAID EXO office.
- Coordinates timesheet signature and submission for all local staff in the office.
- Establishes and maintains a filing system according to AID policies and procedures, with guidance from the Mission's Communications & Records assistant in Conakry; he/she marks correspondence and other documents for filing, and files accordingly. Maintains a spreadsheet with contact information for all partner organizations and host government counterparts.
- Manages office procurement process through the e-service system and maintains a current inventory of expendable and non-expendable supplies and materials.
- Uses PC-based and cloud-based (Google) word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence and other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements before submitting for approval/signature. Drafts letters for supervisor's signature based on telephone inquiries or correspondence received. As required, the Development Program Assistant locates documents routed for clearance, and obtains and

tracks clearances and signatures.

● **Program Management Support**

**35%**

- Backstop the Program Advisor on various and multiple program design, implementation, performance management, budgeting, and communications functions including coordinating portfolio reviews, site visits, data quality assessments, evaluations, implementing partner meetings, etc. Incumbent will assist the Program Manager in compiling, updating, and producing budget information needed for transmittal to USAID/Washington. He/she may participate in field trips, and meetings with governmental and non-governmental organizations and will be responsible for obtaining and documenting information from those meetings.
- Assist in organizing and managing quarterly partner meetings and office retreats. This includes drafting the agenda, taking notes, and drafting minutes of meetings.
- Assist the Development Outreach Coordinator (DOC) in preparing various presentations for the office. Develop and maintain tracking and filing systems of USAID's communications products, including but not limited to briefers, success stories, photos, and translations. Assist in developing detailed briefing books for high-level visitors.
- Generates Modified Acquisition and Assistance Request Documents (MAARDS) and Global Acquisition and Assistance System (GLAAS) requests, and other procurement requisitions for the office. Also prepares other financial documents (purchase requests, travel requests) and payment documents (standard vouchers-SF 1034s, travel reimbursement vouchers), submits them to the Office of Financial Management (OFM) in Conakry, and consults with OFM staff regarding formats required, number of days of lead-time needed, etc. Liaises with OFM Conakry in preparing quarterly accruals and the 1311 review (certification of valid obligations) review and supports the organization of Quarterly Financial Reviews of program activities.

● **Other**

**10%**

- Liaises with the USAID IT team in Conakry and provides support in basic software, formatting, document preparation, printer and copier functions. Responsible for hardware maintenance and ensures spares and consumables availability.
- As needed, serves as an activity manager supporting a technical AOR/COR on bilateral activity, or as in-country POC for a centrally managed activity (helping to arrange site visits; collecting, reviewing and filing key documents like quarterly and annual reports, fact sheets), etc...
- Serves as fire warden for the office.

**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.**

**C. Supervisory Relationship:** The Development Program Assistant receives supervision from the Program Advisor and/or his/her designee who provides assignments in terms of a discussion of the work to be performed and office priorities.

**D. Supervisory Controls:** None.

## 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, an applicant must have the following minimum qualifications.

- 1. Education:** Completion of post-secondary at a college or university in business management, social sciences, administration other field of study suitable for the work of a Program or Administrative Assistant, equivalent to a US junior college or community college diploma, is required.
- 2. Prior Work Experience:** Five years of experience in progressively responsible positions, of which three years should be in related work with the US Government, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment 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>.

- 1. Selection Process:** After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualification required will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish

USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. **Evaluation factors and basis of rating:** Applicants who clearly meet the minimum qualifications and basic eligibility requirements will be further evaluated based on scoring of their minimum qualifications.

**FACTOR #1 – 20 points:**

In 500 words outline how you have demonstrated an ability to work independently, manage competing and/or complex situations related to strategic planning and/or project/activity design for an international organization, non-governmental organization or government entity.

**FACTOR #2 – 20 points:**

In 500 words outline your demonstrated experience in analytic and problem-solving skills to address development challenges, particularly in a complex and fast-paced environment.

**FACTOR #3: INTERVIEW PERFORMANCE – 60 points**

Total possible points: **100**

Satisfactory professional Reference Checks will be conducted but yield no points.

**SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2**. "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2>. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.
2. 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 4**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**SOLICITATION #72063621R100001 – Development Program Assistant** and submit only **ONCE** via email to: [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov)

4. Submit a current resume/CV
5. Submit a cover letter
6. Submit responses outlining the evaluation factors listed in section III, above.
7. Provide the names of three to five references with current contact information, with both an email address and a telephone number.

All the above-mentioned documents are **REQUIRED**, must be **SIGNED** and prepared in **ENGLISH**.

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

#### **IV. 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:

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 security form OF-174.

#### **V. BENEFITS AND ALLOWANCES**

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

- a. Transportation Allowance
- b. Meal Allowance
- c. Family Allowance
- f. Miscellaneous Allowance
- g. Annual Leave Bonus
- h. 13th month bonus

#### **VI. TAXES**

N/A

#### **VII. 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/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>. 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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R49</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor



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>

**EQUAL EMPLOYMENT OPPORTUNITY:**

The U.S. Mission in Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea and Sierra Leone also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**



**OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS**

The Privacy Act Statement is found at the end of this form.

<b>Section A – Offeror Information</b>			
1. Title of Solicited Position		2. Offeror's Proposed Base Salary	3. Solicitation Number
4a. Last Name		4b. First and Middle Names	
5a. Mailing Address		6. Phone Numbers (include area code if within the United States of America)	
		6a. Daytime	
5b. City	5c. State	5d. Zip Code	6b. Evening
5e. Country (If not within the United States of America)			
7. Email Address (if available)			
<b>Section B – Work Experience</b>			
Describe your paid and non-paid work experience related to this offer. Do not attach job descriptions. Base Salary definition – basic compensation for services rendered, excluding bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.			
1. Job Title (if Federal, include series and grade)			
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Base Salary per \$	5. Hours per week
6. Employer's Name and Address		7. Supervisor's Name and Phone Number	
		7a. Name	
		7b. Phone	
8. May we contact your current supervisor?      Yes      No If we need to contact your current supervisor before making an offer, we will contact you first.			
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and solicitation number)			
<b>Section C – Additional Work Experience</b>			
<b>Continue on a separate page if required to list all employment relating to the duties of the position.</b>			
1. Job Title (if Federal, please include series and grade)			
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Base Salary per \$	5. Hours per week



6. Employer's Name and Address	7. Supervisor's Name and Phone Number 7a. Name
	7b. Phone
8. May we contact your current supervisor?      Yes      No      If we need to contact your current supervisor before making an offer, we will contact you first.	
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and solicitation number)	

**Section D - Education**

1. Last High School (HS)/GED school. Give the school's name, city, state, Zip code (if known), and year of diploma or GED received:

2. Mark highest level completed:    Some HS    HS/GED    Associate    Bachelor    Master    Doctoral

3. Colleges and universities attended. Do not attach a copy of your transcript unless requested.			Total Credits Earned	Major(s)	Degree (if any), Year Received
			Semester	Quarter	
3a. Name					
City	State	Zip Code			
3b. Name					
City	State	Zip Code			
3c. Name					
City	State	Zip Code			

**Section E – Other Education Completed**

Do not list degrees received solely on life experience or obtained from schools with little or no academic standards.

**Section F – Other Qualifications**

License or Certificate	Date of Latest License or Certificate	State or Other Licensing Agency
1f.		
2f.		

**Section G – Other Qualifications**

**Offer-related** training courses (give title and year). **Offer-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Offer-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

**Section H - General**

1a. Are you a U.S. citizen? Yes    No 1b. If no, give the Country of your citizenship	1c. Are you a lawful permanent resident of the U.S. (Green Card Holder)?    ___Yes    ___ No
2. Check this box if you are an adult male born on or after January 1 <sup>st</sup> 1960, and you registered for Selective Service between the ages of 18 through 25 or have an exemption →	

3. Were you ever a Federal civilian employee?    Yes    No    → If yes, list highest civilian grade for the following:			
3a. Series	3b. Grade	3c. From (mm/yyyy)	3d. To (mm/yyyy)
<b>Section I – Offeror Certification</b>			
I certify that, to the best of my knowledge and belief, all of the information on and attached to this offer is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this offer may be grounds for not awarding me the contract or for early contract termination after award, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.			
1a. Signature			1b. Date (mm/dd/yyyy)

### Privacy Act Statement

**Authority:** Foreign Assistance Act, Pub. L. 87-165, as amended; 48 CFR 37.104, Personal services contracts; 48 CFR Ch. 7, App. D, Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services.

**Purpose:** This form collects personal information on offerors for USAID personal services contracts and is used to evaluate your qualifications for award of such a contract. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).

**Routine Uses:** The personal information is used to examine and evaluate your qualifications for award of a specific personal services contract. The personal information is also used to determine the most appropriate offeror for such an award. The information may be shared outside of USAID to confirm your qualifications.

**Disclosure:** Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent action on your offer for award of a personal services contract.

### Public Burden Statement

We estimate the public reporting burden for this collection is estimated to average sixty (60) minutes per response, including time for reviewing instructions, searching existing data sources, gathering data and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden via e-mail to [pscmailbox@usaid.gov](mailto:pscmailbox@usaid.gov). Do not send offeror forms to this e-mail address; offerors must follow the instructions provided in the solicitation for this contract opportunity.