



USAID | NIGER

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068321R10002
ISSUANCE DATE: December 11, 2020
CLOSING DATE: January 4, 2021

SUBJECT: Solicitation for an Administrative Assistant to the Mission Director
Cooperating Country National Personal Services Contract (CCN/PSC) -
(Niger Local Compensation Plan)
USAID Niger

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 attached information.

Sincerely,

Rodney Stubina, PhD
Deputy Regional Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72068321R10002
2. **ISSUANCE DATE:** December 11, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 4, 2021, 2020- 5:00 p.m. (Senegal time)
4. **POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** Administrative Assistant to the Mission Director
6. **MARKET VALUE:** Salary equivalent to grade **FSN-8**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy and Affiliated Agencies in Niger. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a February 1, 2021. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a February 1, 2021 to January 31, 2021
Option Period 1:	o/a September 1, 2021 to January 31, 2026

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Niamey, Niger, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The Administrative Assistant is located in the Office of the Mission Director in Niger. The Administrative Assistant serves as the personal executive assistant to the Mission Director, operating independently of

any other position in the performance of the full range of, protocol, and administrative functions essential to the efficient operation of the Mission's Front Office.

The Administrative Assistant is the primary contact person responsible for the Mission's Front Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the USAID Mission, and making sure that information gets to customers on a timely basis and in a professional manner.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as Administrative Assistant and personal assistant for the USAID Mission Director, providing the following representative administrative support services: maintains Front Office calendar(s); organizes meetings as directed, ensures Offices scheduling meetings for the Director provide sufficient background and other necessary information for meetings, and sends out meeting notices; makes regular travel arrangements, prepares trip requests, vehicle requests, and travel vouchers; composes complex non-technical correspondence, including reviewing and preparing official responses to unsolicited proposals, as required; researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; follows up with Mission staff members to ensure that various commitments are met; edits written products prepared by or provided to the Front Office; and, on occasion participates on field trips and out-of-office meetings. 60%

Performs a variety of administrative and procedural duties, including: providing telephone, receptionist, and protocol services for the Front Office; orders expendable supplies for the Office; files material and maintains the Front Office hard copy and electronic filing system; receives and controls incoming correspondence and communications; prepares requests for repair of office equipment and systems; and schedules the use of conference rooms in coordination with other Mission administrative staff. 20%

Manages arrangements for official USAID Receptions (tracking official representation funds). Reports and accounts for all expenses; develops invitation designs and ensures that invitations are distributed; maintains a record of acceptances on a master guest list; and, supervises service providers, as required. Prepares electronic country clearances (eCCs) and travel authorizations/vouchers for Front Office staff, and TDY guests of the Director, and makes or follows up on hotel reservations and other arrangements, as required. 20%

Supervision Received: The Administrative Assistant receives supervision from the Mission Director, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed and the Director's priorities. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved, and in meeting Office objectives.

Supervision Exercised: Guidance may be provided to the Director's Chauffeur, and to Administrative staff Mission-wide. However, continuing full supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** At least two (2) years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.
- b. **Prior Work Experience:** A minimum of five (5) years of administrative or work experience, including experience gained in related work with a Non- Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- c. **Post Entry Training:** The Administrative Assistant will be provided familiarization training on USAID operations, and on specific regulations and procedures (such as records management, travel, and correspondence management). Additional training in-country may be provided from time to time, depending on course offerings and the availability of space and funds.
- d. **Language Proficiency:** Level 4 (advanced professional proficiency) English and French (both oral and written), is required. Oral proficiency in at least one widely spoken Nigerien language is required.
- e. **Job Knowledge:** The Administrative Assistant should have a general knowledge, or the ability to quickly gain such general knowledge, of USAID regulations and procedures, and of good office management practices; and, be knowledgeable, or able to quickly become knowledgeable, of overall USAID Front Office responsibilities and activities, as well as possess a very good knowledge of standard office procedures and practices. The Administrative Assistant to the Mission Director must have an excellent understanding of USG file management, mail handling, and correspondence formatting procedures.
- f. **Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Gmail, Google Applications and other software programs as needed. The Administrative Assistant must be proficient in using the Internet and E-mail programs as designated.

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>.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified

requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

The following technical evaluation criteria will be used to evaluate the applications:

Minimum qualifications (Yes/No)

Education: At least two (2) years of post-secondary schooling.

Prior Work Experience: A minimum of five (5) years of administrative work experience

Language Proficiency: Level 4 (advanced professional proficiency) English and French (both oral and written), is required. Oral proficiency in at least one widely spoken Nigerien language is required.

Knowledge, Skills and Abilities: Maximum Evaluation Score: 100 points

Job-Related Knowledge (20 Points):

Demonstrated knowledge of:

- Regulatory structures in large organizations
- Standard office procedures and practices (e.g., paper-based and electronic file management practices, document preparation practices, correspondence formats and preparation practices)
- Logistics related to event planning and management
- Technology-based and other approaches to improve office efficiency

Skills (30 points):

- Strong oral and written communication
- Excellent time management and planning skills
- Data visualization in a variety of formats (charts, graphs, etc.)
- Proficiency with the Google Suite of applications (gmail, calendar, docs, sheets, presentations) and other software applications
- Proficiency with social media platforms, such as Facebook, Twitter, Whatsapp
- Knowledge of Microsoft Office suite of applications

Abilities (50 points)

Demonstrated ability to

- Quickly become familiar with USAID regulations and procedures, particularly with regard to office services, communications, and records management
- Take initiative
- Work under minimal supervision and self-direct
- Manage complex administrative tasks
- Resolve problems in an appropriate and efficient manner
- Quickly understand USAID supervision requirements
- Develop an interest in professional development
- Demonstrated strong interpersonal skills
- Effectively perform in a team environment
- Exercise outstanding judgment and discretion

IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: usaiddakar-hr@usaid.gov **with the following email subject line: [name of applicant] SOLICITATION 72068321R10002 Administrative Assistant to the Mission Director.**

Qualified applicants are required to submit the following five (5) items in separate email attachments in the one email submission :

1. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the applicant's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section III of this solicitation. The filename should be: Cover letter [name of applicant] SOLICITATION 72068321R10002
2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068321R10002
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068321R10002
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
5. Copies of relevant **Academic Degrees, certificates and other documents supporting the application** should be submitted in a single PDF file. The filename must be: Supporting documents [name of applicant] SOLICITATION 72068321R10002

Offers must be received by **January 4, 2021** and submitted in usaiddakar-hr@usaid.gov.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described above. Failure to provide the required information and/or materials will result in the applicant not being considered for employment.

V. LIST OF REQUIRED FORMS PRIOR TO 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 all the pre-award forms and clearances necessary (medical and security).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Niger.

VII. TAXES

In accordance with Mission policy and local labor laws.

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/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> .