



USAID | NORTH MACEDONIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SKOPJE-2020-008
ISSUANCE DATE: 08/17/2020
CLOSING DATE/TIME: 08/21/2020/5:00 pm (UTC+2)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (*Local Compensation Plan*)

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 1.

Sincerely,

Carlos Gutierrez Digitally signed by Carlos Gutierrez
Date: 2020.08.14 08:31:36 -04'00'

Carlos Gutierrez
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** SKOPJE-2020-008
 2. **ISSUANCE DATE:** 08/17/2020
 3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/21/2020 at 5:00 p.m.
Skopje Time
 4. **POINT OF CONTACT:** Human Resources Office, email at
mmacedonia@usaid.gov
 5. **POSITION TITLE:** Development Program Assistant
 6. **MARKET VALUE:** EUR 23,726 to EUR 33,206 gross p.a. equivalent to FSN-08 In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the USAID/US Embassy in Skopje. Final compensation will be negotiated within the listed market value.
 7. **PERIOD OF PERFORMANCE:** The initial five-year CCNPSC will be awarded, estimated to start on 09/27/2020 or 10/11/2020. CCNPSCs are contracts of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR, based on agency need, availability of funds and satisfactory performance.
 8. **PLACE OF PERFORMANCE:** Skopje, North Macedonia, with possible travel as stated in the Statement of Duties.
 9. **ELIGIBLE OFFERORS:** Open to All Interested CCN (Cooperating Country National) Candidates - Current Employees.
AIDAR, Appendix J, 1. (b) Definitions:

(6) "Cooperating country" means the country in which the employing USAID Mission is located.
(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.
10. **SECURITY LEVEL REQUIRED:** Employment Authorization

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract

The incumbent is responsible for supporting all USAID/North Macedonia Program Office functions as directed by USAID/Washington and senior management. The incumbent is a member of the four person Program Officer, and works closely with the Program Officer, the Senior Program Development Specialist, the Budget Analyst, and the Development Outreach and Communications (DOC) officers in planning, funding, monitoring, evaluating, and promoting through outreach the USAID/North Macedonia portfolio, in close collaboration with all other Mission staff.

2. Statement of Duties to be Performed

1) Strategic Planning and Program Implementation

Advise technical officers on portfolio planning for Country Development Cooperation Strategy (CDCS) results through programmatic decisions and procedures. This includes supporting new activity designs, to ensure alignment with Agency J2SR, Clear Choice, Private Sector Engagement (PSE), and New Partner Initiative guidance, as well as other Agency guidance. The incumbent will advise design teams, participate on design teams, and contribute to procurement meetings that track timeliness and programmatic effectiveness of designs and implications for resource planning and management. The incumbent will advise on required procedures and templates for decision-making for new strategies, projects, and activities.

Lead and conceptualize strategic directions and approaches through development of country and sector strategies, drawing from Agency policies, internationally recognized best practices, and relevant data from credible sources. This will include planning, orchestrating, and conducting after-action exercises as well as mid-term stock-taking reviews. The incumbent will help with required Statements of Work for external consultants, assessments, data-gathering, and other like-endavors to support strategy development and adjustments.

Strengthen monitoring, evaluation, and learning (MEL) to regularly assess progress towards desired results and to learn lessons from both successes, delays, and failures. This will include providing support to, and participating in, monitoring exercises, and ensuring appropriate documentation and use. It will also include helping to formulate the annual portfolio and CDCS evaluation plan to provide for robust assessments of performance and impact. The incumbent will support Mission efforts to institutionalize new Agency policies and practices that guide the Continuous Learning Agenda, and support technical officers to engage actively and regularly in MEL efforts.

2) Budget Planning, Management, and Execution

Supports the formulation and monitoring of budget plans, adjusting as needed based on available funds, pace of activity implementation, and new Agency requirements. This includes helping to prepare the Embassy-wide and USAID-specific budgets and track changes as proposals move through the various budget processes. The program office tracks four fiscal year budgets at any given time. Assist in drafting congressional notifications for USAID, usually annually, and monitoring progress towards completion and approvals, and support record keeping. Help process and report on any changes to planned and approved budgets, supporting achievement of CDCS goals and desired results.

Assist with the preparation of the Development Objective Agreement biannually and annual amendments and shepherd approvals through to signing by both the government and USAID. Help maximize the timeliness and levels of obligations through the DOAG, as well as sub-obligations to ensure reasonable DOAG pipelines.

3) Outreach and Communications

Support the development, management, and implementation of the Mission communications strategy. This includes regularly producing and disseminating public information about Mission activities to local and international media, and through them to the U.S. and domestic public, in order to build support for USAID programs. Liaise with the Development Outreach and Communications (DOC) officers and all technical officers, implementing partners, and the public affairs section of the Embassy on a near daily basis.

4) Embassy Assistance Coordination

Help coordinate the Embassy's Assistance working group to prepare plans and reports required annually, including Operational Plans, Performance Plans and Reports, CRIF and other malign influence reports, Mission Resource Requests, and Annual Budget Reviews. This includes maintaining an updated membership list, most likely every year, scheduling quarterly or more frequent meetings as needed, preparing and enabling the Chair and Coordinator to lead the meetings, and following-up as needed.

Participates in discussions with representatives of other U.S. Government agencies, international organizations, and U.S. assistance partners to advise on and support U.S. programming, planning procedures and requirements, and on effective coordination of programs and activities with North Macedonia's policies, culture, and developments.

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 Development Program Assistant works under the general supervision of the USDH

Supervisory Program Officer or designee.

4. Supervisory Controls:

Assignments are made orally and in writing. Most assignments occur in the normal course of work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. Incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. POINT OF CONTACT: Human Resources Office, USAID/North Macedonia via mmacedonia@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

The minimum qualifications listed below will be used to determine which offers will be rejected, and which can advance to further evaluation.

- 1. Education:** Minimum of College/University studies in a field related to development, such as international relations, finance, accounting, political science, economics, law, energy, languages, business, business administration, social administration, communications, statistics, or other is required.
- 2. Prior Work Experience:** Minimum of three to five years of progressively responsible work experience in a related field is required.
- 3. Language Proficiency:** Level IV (fluent) English and Macedonian and/or Albanian language proficiency is required in speaking, reading, and writing, as well as knowledge of terms relevant to the position duties.

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>.

The TEC (Technical Evaluation Committee) will perform a further evaluation of applications that meet minimum requirements, to create a ranking of the most highly rated and technically qualified applicants, who may be invited for a written examination and/or an oral interview. The following QR (Quality Ranking) factors will be the basis for their evaluation:

1. Education: 8 points

College/University studies in a field related to development, such as international relations, finance, accounting, political science, economics, law, energy, languages, business, business administration, social administration, communications, statistics, or other is required.

2. Experience: 20 points

Three to five years of progressively responsible work experience in a related field is required.

3. Knowledge: 15 points

Incumbent must have a working-level knowledge of position duties and the use of software tools to manage these functions, such as MS Office applications, including Word, Excel, and Power Point.

4. Skills and Ability: 27 points

Must have the ability to plan and analyze complex planning, reporting, and communication actions, including distilling information into simple, easy to read charts and graphs. Must have the ability to apply intermediate to advanced EXCEL skills to formulating and managing budgets, including pivot tables, charting, and graphing. Must be able to collect and analyze financial and budgeting data, and help prepare precise, accurate, replicable, and complete reports. Must be able to relate the purpose and objectives of programs/projects to their costs and fiscal requirements is desirable along with abilities to assist with monitoring and evaluation to track progress towards results. Must be able to solve problems and recommend solutions in complicated situations, taking into consideration myriad factors and variables. Must have command of MS Office applications, including Word, Excel, and Power Point.

The incumbent must be able to organize their work and be able to multi-task to meet deadlines. Excellent interpersonal and communication skills are required. The incumbent must be able to command respect and engender cooperation among peers, supervisors, embassy colleagues, and host-country counterparts as appropriate. Must have excellent written and spoken English, and the ability to communicate clearly, as verbal reports and presentations are frequently required. Must be able to operate with a more marked degree of independence based on a greater knowledge of programming techniques, a better understanding of project objectives and methodology, and greater experience in the specialized areas of operations outlined in the position duties.

Language Proficiency: Level IV (fluent) English and Macedonian and/or Albanian language proficiency is required in speaking, reading, and writing, as well as knowledge of terms relevant to the position duties.

Total Possible QRF Points: 70

Total Possible Interview Points: 30 points

Satisfactory Professional Reference Checks: Pass/Fail

Total Possible Points: 100

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; possible interview and/or written examination; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

IV. PRESENTING AN OFFER

1. To apply for this position, visit the U.S. Embassy Skopje website, and follow the instructions at the following page: <https://mk.usembassy.gov/embassy/jobs/> and on the Electronic Recruitment Application (ERA) link search for Project Management Specialist (USAID).
2. Eligible Offerors are required to submit the documents listed below along with the ERA application:
 - Proof of the required education level
 - Proof of the required experience (CV or Letter of References)
 - List of at least three reference contacts
3. Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted using the Electronic Recruitment Application (ERA) system.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the (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 the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Skopje's form)
3. Authorization for Release of Information (US Embassy Skopje's form)
4. Certificate of Criminal Records (obtained from the pertinent court)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:

The Mission participates in the Local Social Security System (LSSS) of North Macedonia and all eligible LE Staff are required to participate. All compensation payments made by the USG to enrolled employees, are subject to payroll deductions for mandatory employee contributions to the LSSS at the applicable rate under the Law on Compulsory Social Insurance Contributions, dtd 12/31/2018.

Employee LSSS contribution/payroll deduction rates are as follows:

Compulsory pension and disability insurance: 18.8%

Compulsory health insurance: 7.5%

Supplemental compulsory health insurance covering risks of occupational disease or injury: 0.5%

Compulsory unemployment insurance contribution: 1.2%

There are no employer LSSS contributions.

2. ALLOWANCES:

The Mission provides transportation, meal and miscellaneous allowances, in accordance with the Skopje Local Compensation Plan, in amount of Euro 2,386 p.a. These allowances are subject to Social Security Contributions.

VII. TAXES

Local Employee Staff is responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make yearend local income tax payments.

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>. 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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	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>
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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>