**SOLICITATION NUMBER: 72068719R10012**

**ISSUANCE DATE:** September 13, 2019

**CLOSING DATE/TIME:** September 26, 2019

18:00 local time

## SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC)

**Administrative Assistant**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the **Attachment, 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 offers.

Any questions must be directed in writing to the USAID/Madagascar Point of Contact specified in the attached information.

Sincerely,

Michael Teske

Contracting Officer

**ATTACHMENT**

Solicitation for a CCNPSC

Administrative Assistant, FSN-8 Grade

1. **GENERAL INFORMATION**

**1. SOLICITATION NUMBER** 72068719R10012

**2. ISSUANCE DATE** September 13, 2019

**3. CLOSING DATE/TIME** September 26, 2019

**FOR RECEIPT OF OFFERS** 18:00 local time

**4. POSITION TITLE** Administrative Assistant

**5. MARKET VALUE:** From MGA 28,498,594 to MGA 47,022,684 per annum,equivalent to FSN-8, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Madagascar. Final compensation will be negotiated within the listed market value.

**6. 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.

**7. PLACE OF PERFORMANCE:** Antananarivo, Madagascar

With possible travel as stated in the Statement of Duties

**8. SECURITY LEVEL REQUIRED:** Facility & Computer Access.

**9. STATEMENT OF DUTIES:**

1. ***Basic Function Of Position***

The incumbent serves as the administrative assistant to the Executive Office (EXO), also performs administrative duties in support of overall mission operations.

1. ***Major Duties And Responsibilities***
2. ***Administrative Duties – Executive Office***

The incumbent:

* handles incoming and outgoing EXO correspondence: drafting as needed, typing, and proofreading correspondence and other documents to ensure proper formatting, grammar, spelling and punctuation;
* serves as the office timekeeper for all EXO staff;
* maintains the EXO calendar and leave schedules; schedules and coordinates meetings for EXO staff and TDY’ers; provides visitors with briefing materials;
* maintains EXO office supply stocks, ensuring that stocks are sufficient to meet EXO staff needs;
* serves as travel arranger for all travel by EXO staff;
* establishes and maintains EXO files; serves as File Custodian for the Executive Office;
* serves as requester in GLAAS and ARIBA for non-IT procurements;
* oversees the provision of logistics support for EXO activities.

***b) Administrative Duties – Mission-Wide***

The incumbent:

* maintains briefing materials for incoming personnel/visitors;
* manages the Mission’s directives system (Mission Orders and Mission Notices);
* oversees Mission inventories of supplies to support shared equipment (copiers, printers, shredders, etc.);
* maintains the Mission training tracker; monitors use of training budget resources;
* maintains the Mission leave tracker;
* assists HR in managing/tracking CNaPS contributions;
* maintains directories (phone lists, telephone trees, SAFE profiles, etc.);
* ensures maintenance of Mission intranet bulletin boards (including timely posting of cafeteria menu, holiday list, hours of operation, in/out flight schedules, calendar of events, etc.);
* supervises the driver/admin assistant and the admin assistant/driver;
* assists HR in the close out of Personal Service Contractors (PSC) awards;
* assists EXO/IT in maintaining inventories of IT property.

1. ***Supervisory Relationship***

The Administrative Assistant is supervised by the Executive Officer or designee.

1. ***Supervisory Controls***

The Administrative Assistant supervises the Driver and the Administrative Clerk/Driver backup.

**10. AREA OF CONSIDERATION:**

This vacancy is open to Malagasy citizen and non-Malagasy citizen lawfully admitted for permanent residence in Madagascar. Non-Malagasy citizen must have a long term Malagasy visa to be eligible for consideration, and will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

USAID policy is that the use of Malagasy citizens is preferred over the use of non-Malagasy permanent residents in order to integrate the U.S. foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. Therefore, Malagasy citizens will be evaluated in isolation first, and only when/if there is no Malagasy qualified, will non-Malagasy citizens be considered.

**11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Josée Ramanaly

AntananarivoUSAIDHR@usaid.gov

  Phone: + (261) 33 44 320 00.

1. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a. **Education**: Minimum 2 years of post-secondary school, business school, liberal arts, or any

academic studies offering executive assistant and secretarial programs, or college required

b. **Prior Work Experience:** At least three years of work in administrative management areas,

in a large organization.

c. **Language Proficiency**: Fluency (Level IV) in English and French. At this level,

which is a US government standard for language proficiency, a person is able to use the

language fluently and accurately on all levels in both verbal and written communications and

as normally pertinent to professional needs.

d. Ability to obtain medical and security clearances.

1. **EVALUATION CRITERIA**

Offerors who meet the minimum qualifications on education, years of relevant work experience and language proficiency will be further evaluated, through their offer package, based on the Quality Ranking Factors (QRF) listed below.

1. Education (10 points): Additional points may be awarded for education beyond two years of post-secondary school level, including specialized training.
2. Experience (10 points): Additional points may be awarded for administrative management beyond three years, and for experience in a large, development-related organization.
3. Language (10 points): Additional points may be awarded for demonstrated language skills above Level IV in English and/or French.
4. Job Knowledges (35 points)**:** Demonstrated knowledge of regulatory structures in a large organization; demonstrated knowledge of Microsoft software applications (Word, Excel, PowerPoint).
5. Skills and Abilities (35 points): Strong interpersonal skills; ability to communicate well orally and in writing; good time management skills; demonstrated ability to organize and self-direct.

An evaluation committee will evaluate each candidate who meets the minimum qualifications, against the evaluation criteria listed above.  The committee may conduct interviews of the most highly ranked candidates before making a selection recommendation to the Selecting Official.  The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; interview; 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.  Testing of language skills may be required.

**IV.  PRESENTING AN OFFER**

1. Eligible Offerors **are required** to submit the following, incomplete submissions will not be considered:
2. **Completed Federal and SIGNED form AID 309-2:**“Offeror Information For Personal Services Contracts with Individuals”, available at the USAID website, on [www.usaid.gov/forms](http://www.usaid.gov/forms) or at US Embassy Consular Service entrance (opposite to “Leader Price”), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
3. **Cover Letters**: A cover letter, submitted in English, which will provide more details about how the applicant’s knowledge, skills and prior experience make him/her qualified for the position, specifically addressing each criterion of the listed QRF:
4. **Curriculum vitae (CV) or resume**:  in English, with your telephone number and contact information (home or office address, e-mail address, etc.);
5. **Diplomas and certificates**: photocopies of any documents demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
6. **References**: Offerors are required to provide at least five (5) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.  Reference checks will be made only for top-ranked applicants. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the AID 309-2 form. The interviewing committee will delay such reference check pending communication with the applicant;
7. **Additional documents for non-Malagasy citizens**: Photocopy of Malagasy long term “visa de séjour” at the time of application.
8. Offers may be submitted:
   * + in paper form at the Embassy, OR
     + electronically to the e-mail address: AntananarivoUSAIDHR@usaid.gov.

Offers must be received by the closing date and time specified in **Section I, item 3.**

To ensure consideration of offers for the intended position, Offerors must prominently reference the solicitation in the offer submission, as follows:

* + - On the envelop for paper submission:

**USAID/MADAGASCAR**

**EXO/HR**

* + - Subject line for electronic submission:

**SOL-ADMIN. ASS. [*your name*]**

If submitting electronically, all documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). We will not open compressed files (.zip, .rar, etc.)

**V. LIST OF REQUIRED CLEARANCES FOR NEW EMPLOYEES**

Once the Selecting Official (SO) informs the successful Offeror about being selected for the position advertised, the SO will provide the successful Offeror instructions about how to complete following clearances.

i) Medical Clearance:  Prior to signing a contract, the selected individual will be required to obtain a

medical clearance.

ii) Access Clearance:  Prior to signing a contract, the selected individual will be required to obtain a

Computer/Facility Access Certification.  Temporary clearances may be requested while a personal

background investigation is conducted.

**VI. SALARY/BENEFITS/ALLOWANCES**

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

1. BENEFITS
   * Employer contribution to Caisse Nationale de Prevoyance Sociale (CNaPS)
   * Employer contribution to a health insurance plan for the selected individual and eligible family members

1. ALLOWANCES
   * Transportation allowance is 10% of basic salary
   * Miscellaneous allowance is MGA 1,100,000/year
   * Annual bonus is 10% of annual basic salary

**VII. 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 (**AAPDs**) for Personal Services Contracts with

Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

* + 1. AAPD 16-03 Expanded Incentive Awards for PSCs with Individuals Issued -  June 15, 2016.

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>