**SOLICITATION NUMBER: 72068719R10007**

**ISSUANCE DATE:** September 5, 2019

**CLOSING DATE/TIME:** September 18, 2019

18:00 local time

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

**Senior Administrative Management Specialist**

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

Senior Administrative Management Specialist, FSN-12 Grade

1. **GENERAL INFORMATION**

**1. SOLICITATION NUMBER** 72068719R10007

**2. ISSUANCE DATE** September 5, 2019

**3. CLOSING DATE/TIME** September18, 2019

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

**4. POSITION TITLE** Senior Administrative Management Specialist

**5. MARKET VALUE:** From MGA 73,993,845 to MGA 122,089,828 per annum,equivalent to FSN-12, 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:** USAID/Madagascar

U.S. Embassy

Lot 207 A, Point Liberty

Andranoro Antehiroka

Antananarivo 105

Madagascar

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

**9. STATEMENT OF DUTIES:**

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

The Senior Administrative Management Specialist serves in the Executive Office (EXO), with direct supervision of EXO sections as assigned by the Executive Officer. S/he oversees the delivery of effective and efficient administrative and logistical services to USAID/Madagascar by EXO staff and by vendor services providers. In addition, the incumbent works closely with the Office of Financial Management to ensure effective utilization of resources allocated for mission operations and compliance with Federal and Agency financial management policies and regulations. The incumbent serves as the primary USAID liaison with ICASS service support organizations providing facilities maintenance and general services (transportation, shipping, buildings maintenance, leasing, shipping, administrative supplies, and property management).

1. ***Major Duties And Responsibilities***

1. **Leadership & Supervision**

The incumbent provides direct supervision for Executive Office functional areas as assigned. In this capacity, the incumbent:

* Oversees the development of short- and medium-term work plans for assigned sections, ensuring that service and quality standards are maintained;
* Plans, assigns and reviews work; negotiates work objectives; discusses performance measures; provides feedback on performance and identifies training needs of employees supervised;
* Ensures that work assigned to subordinate staff is carried out efficiently and effectively, by coordinating and supporting the efforts of the employees; and
* Serves as Acting EXO during the absence of the assigned Executive Officer, as requested.

**2. Administrative Management:**

The incumbent assists in the direction of administrative management functions of the Executive Office, with direct responsibility for those sections under his/her supervision. In this capacity, the incumbent:

* Ensures coordination among all the activities of the Executive Office, and generally ensures that EXO activities are carried out in a timely and efficient manner;
* Assists in development of Mission Operations budgets in collaboration with the EXO and Controller; monitors expenditures and internal control procedures and policies for administrative operations; and evaluates Mission activities to ensure efficient and effective utilization of USG resources;
* Ensures that services provided by EXO are performed in compliance with Federal and Agency policies and regulations;
* Serves as primary liaison with State/ICASS service provider to ensure effective and timely provision of administrative support services, including motor pool, residential maintenance and leasing, office building support, shipping & customs, warehouse & property management; facilities maintenance; and other ICASS support services; reviews workload data, modification levels, and budget estimates to ensure accuracy and completeness; advises the EXO on Mission service subscription levels and recommends modifications as needed; addresses ICASS issues as they arise and recommends resolutions; monitors ICASS utilization of fund cites provided under existing MOU’s, advising EXO and Controller of requirements for additional funds; review and manage the processing of procurement actions undertaken in ARIBA in connection with services provided under ICASS;
* Serves as COR on EXO procurement actions in assigned areas of responsibility; reviews and gives administrative approvals to vouchers as required, resolving problems that may arise in the payment process;
* Establishes and maintains tracker for all EXO reporting requirements; manages the collection of data needed and ensure that reports are accurate and are submitted on time;
* Oversees the processing of incoming and departing personnel, ensuring that appropriate guidance is being provided, that necessary forms are completed and submitted and that all necessary actions are undertaken in a timely manner;
* Monitors compliance with EXO internal controls; advises EXO on deficiencies identified; recommends corrective action where necessary; ensures implementation of corrective actions; serves as primary point of contact for EXO on FMFIA matters;
* Provides support to the EXO on all security matters, maintaining contacts with USAID/SEC, RSO and other Embassy offices concerned with security matters.
* Ensures accountability for all property purchased by, or issued to, USAID, including office and residential EXP and NXP (furniture and equipment, and vehicles). Oversees property control processes, maintenance and repairs, and disposal.
* Establishes effective working relations with other USG agencies, Government of Madagascar offices, and other donor organizations, as necessary.

**3. Advice to Mission Management**

* Serves as a key advisor to Mission management on matters pertaining to the day-to-day management of mission operations, providing information and guidance on a broad spectrum of policies and regulations affecting all aspects of the Executive Office operation;
* Serves as a liaison between the USAID mission and USAID/Washington support offices in areas of assigned responsibility;
* Monitors overall EXO operations and advises the EXO on potential or ongoing problems needing resolution; develops, drafts and implements appropriate internal Mission management systems and policies related to the functions of the Executive Office, as directed;
* Provides support to the Program and Technical Offices as needed; contributes to the Operational Plan, Annual Report, Mission Performance Plan, Performance Monitoring Plan and other Mission documents as needed. The total program portfolio exceeds $80 million per year.

1. ***Supervisory Relationship***

The incumbent works under the general supervision of the Executive Officer, who sets objectives of a broad nature; incumbent handles work independently according to policies or accepted practice and resolves problems which arise in assigned areas of responsibility by determining approaches to be taken and methods to be used, within parameters established by the Executive Officer. The majority of assignments arise from the normal flow of office functions.

1. ***Supervisory Controls***

The incumbent will provide direct supervision of employees in assigned areas of responsibility; and will supervise all elements of the Executive Office when serving as Acting EXO.

**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

[hr.a.usaidantananarivo@usaid.gov](mailto:hr.a.usaidantananarivo@usaid.gov)

  Phone: + (261) 33 44 320 00.

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

**a. Education**

Bachelor’s Degree or equivalent in Business, Public Administration or a related field is required.

**b. Prior Work Experience**

At least ten years of progressively responsible administrative management experience, including at least five years of supervisory experience.

**c. Language Proficiency**

Minimum requirement is Level IV (full professional proficiency) in English and French. At this level, which is a US government standard for language proficiency, a person 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)**: Up to ten additional points may be given for an advanced degree or specialized training in relevant areas of responsibility.
2. **Experience (35 points)**: Additional points may be given for relevant work experience beyond ten years, for supervisory experience beyond five years, for experience in a development organization, for experience in a large organization, for experience in a broad spectrum of administrative functions (Human Resources, Information Technology, Travel, Procurement, Finance, Logistics, etc.)
3. **Language (10 points):** up to five points will be given for oral English language proficiency above the IV level; up to five points will be given for written language proficiency above the IV level.
4. Job knowledge (10 points): Additional points may be given for demonstrated expertise in local labor law, local commercial travel and transportation practices, and immigration law.
5. Skills and abilities (35 points): additional points may be given for demonstrated leadership ability, demonstrated oral and written communications, demonstrated analytical skills, and demonstrated conflict mediation skills.

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 two versions, one in English and one in French, 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: [hr.a.usaidantananarivo@usaid.gov](mailto:hr.a.usaidantananarivo@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- SAMS 2019 *[your name]***

If submitting electronically, all documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

**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**

Compensation and benefits will be in accordance with Local Compensation Plan of USAID/Madagascar.

1. BASE SALARY:  will be negotiated within the range established for this grade level,

between MGA 73,993,845 to MGA 122,089,828per annum.

1. ALLOWANCES
   * Transportation allowance is 30% of basic salary
   * Miscellaneous allowance is MGA 1,100,000/year
   * Annual bonus is 10% of annual basic salary.
2. 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

**VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO**

**PSCs**

USAID regulations and policies governing **CCNPSC** awards are available from the USAID Human Resources office, or may be found online as follows:

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>