USAID | DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066024R10009
ISSUANCE DATE: April 9, 2024
CLOSING DATE/TIME: April 29, 2024, at 17:00 (Kinshasa Time)

SUBJECT: Solicitation for **Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *Local Compensation Plan)* – Administrative Assistant-Multiple Hires - based in Kinshasa.**

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 Attachment 1.

Sincerely,

Michele Maximilien
Digitally signed by Michele Maximilien
Date: 2024.04.08 07:14:33 -04'00'

Michele Maximilien
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066024R10009

2. **ISSUANCE DATE:** April 9, 2024

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 29, 2024, at 17:00 (Kinshasa Time)

4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at usaidhrkinshasa@usaid.gov

5. **POSITION TITLE: Administrative Assistant- Multiple Hires**

6. **MARKET VALUE:** Equivalent to FSN-7 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE: The period of performance is Five (5) years**, estimated to start o/a August 2024 or earlier if required clearances are obtained. 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 satisfactory performance, the continued need, and the availability of funds.

8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:**

   - **Cooperating Country Nationals as defined in AIDAR Appendix J: "**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."
   - **Third Country Nationals as defined in AIDAR Appendix J:** "Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources"(See **22 CFR 228.15**).

10. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Administrative Assistant serves as the principal administrative support person for the Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for 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 Office and making sure that information gets to customers on a timely basis and in a professional manner.

2. Statement of Duties to be Performed

A. The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and takes minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes. **25%**

B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and

special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures. **25%**

C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules. **25%**

D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder. **25%**

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10 hours/week of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable."

2. *Supervisory Relationship*

The Administrative Assistant receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities.

3. *Supervisory Controls*

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:** Two or more 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 three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.

c. **Language Proficiency**: Fluent (Level IV) English language proficiency is required. Fluent French Level IV 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.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

Quality Ranking Factors (QRFs):

Job Knowledge (60 points)

The Administrative Assistant should be familiar, or able to quickly become familiar with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

Skills and Abilities (40 points):

The Administrative Assistant must be proficient in keyboarding and in operating computers. with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

SELECTION PROCESS

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum. requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.
Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past. performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving. satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

"USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers."

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete, sign and submit the **offer form- DS-174** application for U.S. Federal Employment with a **cover letter**, and a **CV**. All three documents must be in English. The DS-174 Application form can be found in the US Embassy website https://cd.usembassy.gov/embassy/jobs/usaid-jobs/ and in the USAID website https://www.usaid.gov/democratic-republic-congo/work-with-us/careers.

2. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

3. Offers must be received by **April 29, 2024, at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I.**

4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

5. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066024R10009 Administrative Assistant _ Multiple Hires.**

6. Please submit the Offer only once; and

7. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Authorization for release of information form
- Overseas Vetting Questionnaire
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS (as applicable): 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Family Leave Benefit; Maternity Leave (for female employees); Paternity Leave.

2. ALLOWANCES (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make 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: *TBC*	1	LOT	$ _TBD___	$_TBD at Award after negotiations with Contractor_

0. 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

0. **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/resources_standards-of-conduct. _
(Ref. see template downloaded from My USAID.gov

0. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

0. **FAR Provisions Incorporated by Reference**

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUNE 2023

END OF SOLICITATION