USAID | DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: **72066025R10012**
ISSUANCE DATE: December 23, 2024
CLOSING DATE/TIME: January 19, 2025 at 17:00 (Kinshasa Time)

SUBJECT: **Solicitation for Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *Local Compensation Plan)* – USAID Administrative Assistant (Rover)- 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,

Digitally signed by Gregory S. Wang
Date: 2024.12.19 18:51:29 +01'00'

Gregory Wang
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.: 72066025R10012**

2. **ISSUANCE DATE:** December 23, 2024

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 19, 2025, 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 (Rover)**

6. **MARKET VALUE:** Equivalent to FSN- 6 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 March 2025 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."

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 job holder serves as interim or roving Administrative Assistant to Mission Offices, as assigned. The Administrative Assistant is assigned to the Mission's Executive Office (EXO), and may report administratively to the USAID Human Resources (HR) Specialist/Assistant for assignment. When serving on assignment as an Office Administrative Assistant, day-to-day supervision will be from the appropriate organization Chief. The Administrative Assistant will perform work in lieu of administrative personnel who are ill, on vacation, or otherwise absent for varying periods of time. The Administrative Assistant will provide time and attendance (T&A) back-up and support of the Office of assignment, or to EXO/HR, as required. The formal supervisor is the Executive Officer. The Administrative Assistant may perform other office functions appropriate for their training and grade level.

2. Statement of Duties to be Performed

A. As assigned, serves as Administrative Assistant (to an Office, Branch, or other Unit), with responsibility for providing the full range of administrative and clerical support to the organization staff. The Administrative Assistant receives phone calls, sends and receives Emails and faxes, and arranges meetings and appointments at the request of the assigned organization's 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 at meetings when requested. The Administrative Assistant maintains the organization Chief's appointments based on a good knowledge of commitments, and maintains their calendar, reminding the Chief and others of meetings and appointments. The Administrative Assistant takes messages in the absence of organization staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with other Mission administrative staff. **20%**

B. The Administrative Assistant maintains correspondence control for the organization, establishes and maintains computerized tracking systems to track actions, providing reports, receiving and screening mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters, distributing incoming official mail to personnel and attaching pertinent background material, and searching files and records to assemble background information as requested. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing 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. **20%**

C. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. 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. **20%**

D. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician in the Executive Office (EXO) and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. The Administrative Assistant reviews all correspondence prepared for 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. **20%**

E. As required by workload, the Administrative Assistant may be assigned to the Front Office, or as a second assistant, supporting other office Administrative Assistants in the performance of their official duties. Provides back-up and support to EXO/HR in completing Time and Attendance, and travel and hotel arrangements for the Mission, in the absence of the official Timekeeper and/or Travel Arranger. **20%**

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.

2. Supervisory Relationship

The Administrative Assistant is directly supervised by the Executive Officer and may receive day-to-day administrative supervision from the HR Specialist or HR Assistant. Assignments are made both orally and in writing. Work is reviewed in terms of conformance to policy and procedures, and results achieved

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 two years of administrative, secretarial, clerical experience 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 in French and English in speaking, writing, and reading (Level IV) is required. English language capabilities will be tested as part of the candidate screening process described below

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 Office/Division responsibilities and activities and possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an 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 application deadline, the EXO/HR Unit will refer all correctly submitted applications to an English language test and other relevant skills tests as part of the screening process. The HR team will review the test results and invite candidates who meet the minimum standards to complete the *form AID 309-2 (Offeror Information For Personal Services Contracts With Individuals)* for further consideration. Shortlisted candidates will then be evaluated by a committee based on the outlined criteria and will participate in a written test and/or interview at USAID's discretion.

Only shortlisted candidates will be contacted. No responses will be sent to unsuccessful applicants.

Reference checks will be conducted only for applicants under consideration for employment. References should provide detailed information about the applicant's past performance and abilities. Note: Additional references may be obtained independently beyond those provided by the applicant.

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.

IV. SUBMITTING AN OFFER

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter** ONLY by email to usaidhrkinshasa@usaid.gov by **January 19 , 2025** using the email subject line: "**72066025R10012 Administrative Assistant (Rover)**". This number is the solicitation number. Email subject lines that do not strictly adhere to this policy may be considered invalid.

Submit only one offer per candidate.

Late or incomplete Offers will be considered invalid.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- Overseas Vetting Questionnaire (valid/Updated electronic copy)
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form
- ID or Passport (all passport covering past 7 years)
- School Documents (Diploma, Certificates, and Transcripts)
- Proof of work/End of service Certificate,
- Proof of Residency .

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_

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

5. **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.

6. **FAR Provisions Incorporated by Reference**

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUNE 2023

END OF SOLICITATION