

SOLICITATION NUMBER: 72066020R10018

ISSUANCE DATE: September 15, 2020

CLOSING DATE/TIME: October 13, 2020 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Assistant (HIV/AIDS), 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.

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,

/S/

Priscilla Sampil
Contracting Officer

Physical Address:
U.S. Agency for International Development
Mobil Building
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Democratic Republic of Congo

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066020R10018
- 2. ISSUANCE DATE:** September 15, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 13, 2020, at 17:00
(Kinshasa Time)
- 4. POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Assistant (HIV/AIDS)
- 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:** Five (5) years, estimated to start o/a February 2021. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to 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 position is located in the USAID/Democratic Republic of Congo, Health Office and reports to the HIV/AIDS Team Lead. The incumbent provides administrative support to the USAID/DRC Health Office and project management assistance and support for the HIV/AIDS Team in the management of their entire portfolio. Responsibilities include but are not limited to maintaining filing system, receiving visitors and answering the phone calls, maintaining sufficient office supply levels, equipment maintenance, processing and administering local travel requests and paperwork for the Health Office staff.

The incumbent provides all project management and assistance support for the HIV/AIDS team and assists with programmatic and technical work with reporting on progress and status

of results achieved. Performs support functions in the analysis, tracking, and updating the status of the activities. The incumbent is responsible for managing the HIV/AIDS information flow in the office, including communications with implementing partners. S/he is required to develop and maintain regular contacts with USAID partners and local officials, including participation in meetings.

S/he assists AOR/CORs with the management and maintenance of HIV project files and works on HIV budget-related tasks, such as working on the Management and Operation budgets, tracks implementing partner pipelines and obligations, and performs outlay and expenditure analyses.

2. Statement of Duties to be Performed

Health Office Operations and Administration 55%

The incumbent manages and coordinates a full range of Health Office administrative responsibilities to assure smooth functioning and support timely completion of work products. Together with the other administrative staff members, the incumbent identifies and handles appropriately the Health Office's incoming, recurrent, and ongoing operational tasks. Specific functions include but are not limited to the following:

- Coordinates with other Health Office administrative staff to provide continuous receptionist functions for the office, and to manage and respond to information requests and messages received by phone or in person. The incumbent submits to the RSO and follows up on the advance notice for visitors' access to the building, receives and assists visitors, escorts guests, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and participates in maintaining conference room schedules.
- The incumbent sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes at meetings when requested. The incumbent schedules appointments based on a good knowledge of the supervisor's commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments.
- Maintains easy-reference systems for the Health Office staff, including a shared online database of Health Office contacts. Ensures that contact information for all staff, partners, and TDY visitors is up to date and in compliance with Mission requirements.
- The incumbent performs GLAAS actions by creating requests to provide incremental funding, deobligation/decommitment of funds, initiate purchase orders and new awards, modify contracts, etc.
- Maintains orderly records, including chronological and subject files and other resources. Ensures that physical and electronic records are readily accessible to facilitate smooth operations in the context of staff expansion and turnover within the Mission and Office. Responsible for maintaining and upkeep of a library of documents, project documentation, publications, media, databases, files, records. Maintains inventory or control of sensitive assets or information. In collaboration with C&R, prepares and submits vital records report, file inventory and disposition plans.
- Responsible for a large amount of office resources, ensures the proper use of office equipment, its regular servicing, and that EXO staff have up-to-date records of all Health Office equipment,

repair/maintenance of computers, ensures equipment is properly maintained and ensures safe operation and operational efficiency.

- Orders, safeguards, and keeps inventories of office supplies and equipment making sure there's no stock out of office supplies and making procurement supply requests.
- Facilitates local and international (as needed) travel and transportation for the members of the health team and its visitors. This includes sending invitation letters to visitors, obtaining security permissions, preparing outgoing and incoming country clearance requests preparation of itineraries, working with concerned departments to schedule air flights, ground transportation, and arrange for hotels; accommodating temporary duty and visitor's needs, contacting the EXO office, Embassy, Consulates, and/or the RSO to obtain security clearances; tracking applications for visas and permits; and preparing travel authorization documents. S/he also accurately prepares travel vouchers for Health Office staff. The incumbent also submits Security Travel Requests (STR) to RSO for trips in provinces in collaboration with travelers, submits cell phones & AIDNET Access requests to the IT Office for Health visitors as necessary and submits Motor-pool requests through Myservices System.

Project Management Support to the HIV/AIDS Team 45%

The incumbent assists technical staff in the management of the HIV/AIDS implementing contracts, cooperative agreements, and grants. This includes primary responsibility for budget and financial management support, tracking obligations, pipelines, and accruals, maintaining project documentation and online databases for the HIV/AIDS Team, scheduling and organizing events, and preparing project documentation. The incumbent's support for HIV/AIDS activities also includes direct execution of the following functions

a. Budget Support (20%)

- i. The incumbent participates in the annual budget planning of the \$40 million, PEPFAR Funds including the management and operations budget (\$17,000,000 of program funds, \$1,700,000 of management and operations, \$22,000,000 of supply chain funds);
- ii. The incumbent fully supports AOR/CORs in the budget management and financial operations of the PEPFAR funds including tracking implementing partner pipelines, obligations, conducting outlay analysis, and expenditure analysis on a quarterly basis;
- iii. The incumbent is the main POC liaising with the Program Office on field support obligations and commitments;
- iv. Performs Management and Operations budget tracking and planning;
- v. Work on Facts Info (Legacy and NEXT GEN) to enter data on budget and staffing and updating the staffing list if needed.

b. Country Operational Plan (COP) Support (10%)

- i. The incumbent participates in the annual COP budget development, including the management and operations (M&O) budget;
- ii. Tracks COP task completion, helps keep team on track for COP deadlines;
- iii. Helps to develop and complete Implementing Mechanism templates.

c. Site Improvement through Monitoring system (SIMS) Visits Support and Data for Accountability, Transparency and impact (DATIM) and other data management (15%)

- i. Develops a SIMS travel calendar in accordance with OGAG guidance to meet targets for sites to be visited and help on logistic;

- ii. Conducts SIMS visits and document and documenting scoring using ipad application or a physical dashboard;
- iii. Updates the SIMS tracker file;
- iv. Tracks partner results;
- v. Helps to follow up with post-SIMS remediation plans, track partner results for implementing mechanism data entry.

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 position receives direct supervision from the HIV/AIDS Team Leader. Assignments are made in general terms and the incumbent is responsible for their completion.

4. Supervisory Controls

The incumbent takes the initiative to solve administrative problems with general guidance from his/her supervisor. The supervisor's input should be requested when activities are sensitive or run contrary to normal, routine policy and practice. The incumbent independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines basic eligibility for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

a. Education: Completion of Secondary Schooling and two or more years of post-secondary schooling in management, social sciences, or Business Administration, equivalent to a US junior college or community college diploma, is required.

b. Prior Work Experience: Minimum three years of prior work experience in program administration, administrative and project management, or development assistance required.

c. Language Proficiency: Fluent proficiency (level IV) in English and French 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 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):

- Thorough understanding of nature of goals of international development in the Public Health and Development sectors.
- The incumbent should be familiar with the responsibilities and activities of the Health Office portfolio, as well as possess a general knowledge of standard office procedures and practices.
- The incumbent should develop understanding of USG file management, mail handling, and correspondence formatting.
- Knowledge of development sector and assistance in DRC, basic awareness of development issues, greater understanding of health issues will be an advantage, advanced understanding of various office procedures and knowledge of basic functioning of internet and posting information on websites is required.

SKILLS AND ABILITIES (40 points):

- Demonstrated ability to work collegially in a multicultural environment,
- Ability to effectively communicate and maintain necessary contacts with government, donors, NGOs and other officials
- Ability to successfully carry out the work excellent organizational skills and ability to perform under pressure,
- Ability to collect, analyze and present financial information and strong desire to learn and adjust to the demands of the job is required.
- The incumbent must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated, and must be proficient in using the Internet and E-mail.
- Strong interpersonal skills.

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

Total Possible Points: 100 points

SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet 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 selection process, the most qualified candidates may be requested to complete a writing sample and be interviewed either in person, by telephone or videoconference at USAID's discretion.

Reference checks will be made only for applicants considered for selection. 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.

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 CV. All the 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/>
2. Offers must be received by **October 13, 2020 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Offers must be submitted ONLY via usaidhrkinshasa@usaid.gov and the email subject must say: **72066020R10018 USAID Project Management Assistant (HIV/AIDS)**. Make sure to include your name and the solicitation number at the top of each page.
5. Please submit the Offer only once; and
6. 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:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**
13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Contributory Retirement Plan (DCP); Group Life Insurance; Group Medical Insurance Plan; Funeral/Death Plan; Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
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 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/OGE%20Regulations>

END OF SOLICITATION