



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID-10-2017

ISSUANCE DATE: 09/15/2017

CLOSING DATE/TIME: 09/29/2017

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

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, 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 Point of Contact specified in the attached information.

Sincerely,

James Berscheit
Contracting Officer



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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** USAID-10-2017
2. **ISSUANCE DATE:** 09/15/2017
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 09/29/2017 at 6:00 p.m. Chisinau Time
4. **POSITION TITLE:** USAID Project Management Assistant (Democracy and Governance)
5. **MARKET VALUE:** Equivalent to FSN-7 (full performance level of the position) in accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Chisinau. Final compensation will be negotiated within the market value. The incumbent will be hired at the Development (Entry) Level **equivalent to FSN-6** until he/she will successfully complete all mandatory USAID trainings and reach the full performance level of the position.
6. **PERIOD OF PERFORMANCE:** Two years with a possible extension
7. **PLACE OF PERFORMANCE:** Chisinau, Moldova
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **STATEMENT OF DUTIES:**

This position is located in the USAID/Moldova Mission and reports to the U.S. Direct Hire, FS-01, Office Director. The incumbent is primarily responsible for working on activities within the Governing Justly and Democratically program area. The Office is charged with management of USAID programs in Moldova, including significant Democracy and Governance assistance programs. These programs are an important part of the USG program to reduce and combat corruption in Moldova, strengthen the capacity of local public authorities and advance decentralization reform, strengthen the role of civil society to become constituent-driven to demand accountability and transparency from the relevant government bodies necessary to improve the well-being of all members of society. The incumbent is part of the Democracy and Governance section for USAID/Moldova.



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The work of the Project Management Assistant requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and active office, the Project Management Assistant requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Project Management Assistant is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues. S/he places a premium on the building positive relationships with his/her respective team, with the rest of USAID/Moldova and with key stakeholders both in and outside of USAID. The Project Management Assistant is a team player, able to prioritize and follow up on their own actions with guidance from the USDH supervisor, while also assisting a this supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The Project Management Assistant has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with guidance from senior FSN colleagues and the USDH supervisor, and is able to receive and respond to constructive criticism in a professional manner. The Project Management Assistant articulates innovative ideas, presents solutions, and looks to senior FSNs and the USDH for guidance.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Administrative

45%

- Provide daily administrative and operational support for the Democracy Office of USAID/Moldova.
- Responsible for timely update and improvement of the Mission's filing system, including timely editing of the Files Index and its distribution to the staff. Ensure compliance with the Managing Government Records Directive, from August 24, 2012, for the transition from paper-based manual processes to managing records electronically. Ensure that all project, non-project and subject files are maintained on a constant basis, ensure proper and timely disposition of outdated material per ADS guidance. Create and maintain official files on projects, programs, ADS rules, regulations, and guidance, as it concerns the workings of the office.
- Provide general support to the Democracy team, on correspondence and document follow up, document clearance, scheduling of GDO's time, making travel and logistical arrangements for the technical officers' official travel.
- Receive visitors, make appointments, schedule meetings, keep an appointment calendar for the team and alert them of upcoming meetings, arrange and distribute agendas for meetings; make arrangements for large meetings/roundtables/conferences, including procurement of refreshments for USAID-hosted events.



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- Responsible for submitting office supplies requests on a timely basis, to ensure availability of adequate office supplies for the Democracy staff.
- Provide 2 hours of reception phone coverage for the Mission.

B. Program Support

45%

- Type cables, memoranda, letters and reports; draft routine, non-technical letters; ensure outgoing correspondence is properly formatted, check for typographical errors, spelling, grammar and punctuation; work with technical staff to assist with the preparation of regularly scheduled reports, as well as documents, correspondence and reports which are not regularly scheduled; make synopsis of incoming correspondence; translate documents from English into Romanian or vice versa, such as basic letters and invitations; may be required to interpret during non-official conversations.
- Assist in the management of Democracy and Governance portfolio activities on an as-needed temporary basis, in absence of COR/AORs of no longer than 2 weeks. In addition, the incumbent will manage certain activities designated by the supervisor in order to ensure an equitable distribution of workload within the DG sector.
- Assist in the preparation of Acquisition and Assistance Requests and other support documentation for the management and administration of procurements. Assist in reporting on accruals.
- Attend meetings and act as note-taker, including external meetings. Distribute clear notes after meetings in a timely manner.
- Attend the respective team meetings, report out to the supervisor, ensure the supervisor's priorities are shared with other divisions/teams.
- Assist in responding to requests for information and taskers regarding USAID/Moldova Democracy programs from within and outside the Agency;
- Assist in the drafting of Democracy Team contributions to USAID internal and external reports, and other Office, Bureau, and Agency documents;

C. Other

10%

- Provide secretarial backup support on as-needed basis, during vacations and absences of USAID/Moldova Administrative Assistant/Secretary and/or Secretary/Receptionist. Perform other administrative and secretarial duties, as required by the Supervisor.

SUPERVISORY RELATIONSHIP: The incumbent reports to the U.S. Direct Hire, FS-01, Office Director.

SUPERVISORY CONTROLS: The incumbent is expected to work independently, receiving



only general guidance from the GDO and democracy staff

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

- (6) “Cooperating country” means the country in which the employing USAID Mission is located.
- (7) “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.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/HR, email at kyivvacancies@usaid.gov .

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** College or university required.
- b. **Prior Work Experience:** At least 2-3 years of administrative experience at a donor, embassy or international organization are required. Knowledge of correspondence formats, file and records management as well as word processing is required.
- c. **Language Proficiency:** Level IV (fluent) English proficiency is required as well as native ability in Romanian.
- d. **Knowledge:** Computer literacy is essential, including competence in word processing and spreadsheet programs. Knowledge of USAID systems is desirable to accelerate attainment of performance requirements. Proficiency in the use of other office equipment, including multi-line telephone systems, scanners, copy and fax machines is required. Current knowledge of the structure, operating principles and practices of western government agencies and private sector organizations is desired. Good knowledge of host country



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- e. objectives, priorities and resources is desirable. Knowledge of operating entities and personnel in the Government of Moldova and the roles of those entities and higher-level staff members are major pluses, as is similar knowledge of the other countries covered by the Mission. Familiarity with the operation of U.S. federal and/or state development assistance programs and procedures is desirable.

- f. **Skills and Abilities:** Ability to plan, manage/prioritize and complete tasks assigned from various sources is required. Skills to properly organize and present written or oral reports are required. Ability to coordinate contacts with all high- and mid-level host country and contractor representatives as well as the leaders of non-government organizations and other donors is also required. Ability to work independently with minimum supervision is vital. Ability to understand and to effectively explain USAID roles, objectives and procedures is essential. Ability to type in English is required.

III. EVALUATION AND SELECTION FACTORS

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: 10 points
2. Experience: 20 points
3. Knowledge, Skills and Ability: 20 points
4. Interview Performance (including Language Proficiency): 30 points
5. References: 20 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an 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.

The candidate with the highest overall score will be selected based on the criteria below. The final phase of the selection process is the probationary period. The probationary period is three months.



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NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the signed offer form **DS-174 form(s) in English (standard resumes are no longer accepted) and a cover letter(s).**

DS-174 in English is available on USAID/Moldova website:

<https://www.usaid.gov/forms/ds-174/pdf>

- Applicants are required to submit the proof of the required education level.
 - Copies of all documentation that confirms your legal eligibility to work in this country
 - Any other documentation (e.g., essays, certificates, awards, driver license) that addresses the qualification requirements of the position as listed above
 - Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
 3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
 4. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Chisinau form)
3. Authorization for Release of Information (US Embassy Chisinau's form)
4. Certificate of Criminal Records (obtained from the pertinent court)

5. BENEFITS/ALLOWANCES

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



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1. BENEFITS:

Health Insurance coverage
Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):

The Mission provides miscellaneous allowance in accordance with the Moldova Local Compensation Plan, in amount of \$800.

6. TAXES

Local Employee Staff is responsible for paying local income taxes. The U.S. Mission does withhold yearend local income tax payments.

7. 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 .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
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>.
 - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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>.



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EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.