



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72038819R10024**

**ISSUANCE DATE: July 03, 2019**  
**CLOSING DATE/TIME: July 17, 2019**

**SUBJECT:** Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) - Administrative Assistant, FSN-07

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Jennifer Scott  
**Contracting Officer**

## ATTACHMENT 1

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038819R10024
2. **ISSUANCE DATE:** July 03, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 17, 2019 4:30 pm local time in Dhaka, Bangladesh.
4. **POSITION TITLE:** Administrative Assistant
5. **MARKET VALUE:** FSN-07, 40 hours equivalent (TK. 942,598.00 – TK. 1,624,739.00 per annum). Final compensation will be negotiated within the listed market value based on the successful candidate's salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.
6. **PERIOD OF PERFORMANCE:** The period of performance is two years, with the possibility of extensions.
7. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.
9. **AREA OF CONSIDERATION:** This is a Cooperating Country National position, all US Mission In-House Qualified Bangladeshi Nationals are eligible to apply.

### 10. **STATEMENT OF DUTIES:**

#### A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The incumbent will work closely with other HA Cell members to help achieve the Mission's several humanitarian response objectives. The incumbent is the Administrative Assistant in the Humanitarian Cell, an office with 4 positions, which manages emergency Response to Rohingya Crisis Projects. The Administrative Assistant is the principal time keeper for U.S. Personal Services Contractors (US PSC) and Foreign Service National (FSN) staff of the Cell and he/she is also the primary file custodian and record manager for the HA Cell. The incumbent also supports a rigorous schedule of TDY visitors from Washington and other Missions, coordinating across the Embassy. The incumbent coordinates and maintains a Government of Bangladesh contact list and steering group list.

#### B. STATEMENT OF DUTIES TO BE PERFORMED

The incumbent's contribution to the HA Cell will include, but not necessarily be limited to, the following responsibilities:

##### **Administrative/Secretarial Support:**

Provide administrative and logistical support to the team including:

- Typing correspondence, memorandums and principal documents containing project-related terminology and statistical information in draft form (letters to partners, trip reports). Uses computer applications including MS Word, spreadsheet packages and scanner.
- Answers telephone and directs calls to appropriate team members; directs visitors.
- Electronically logs correspondence in and out, reviews incoming routine correspondence and makes initial assignment of action based on content, and maintains action log.
- Drafts and formats responses to routine correspondence
- Records minutes/agreements of the team and working group meetings; schedules, collects and distributes team and working group task lists; translates documents, reports, and letters.
- Maintains time and attendance reports and records for both USPSC and FSN employees.
- Maintains up-to-date information on all projects managed by the HA cell, including information on

personnel, host country counterparts, contractors, grantees and other implementing organizations.

The above responsibilities require independent thinking and exercise of judgment in scheduling, planning, drafting correspondence, and facilitating schedules and communication among team members.

**General Services, Logistics, Coordination:**

- Ensures appropriate supplies and services (e.g., equipment repairs) are available.
- Arranges for extensive transportation and travel for the Team Leader and other Americans on the HA Cell and for visitors. Prepares travel requests and vouchers and makes conference arrangements.
- Arranges appointments with senior Host Country Officials, U.S. Mission Officials, other donors, host country agencies, and other organizations and individuals. Collects related background data/materials for appointments and conferences.
- Maintains up-to-date appointment calendar for selected personnel and ensures that the team and working groups use and maintain daily calendars.
- Ensures appropriate supplies and services are available (stationary and equipment repair).
- Coordinates all implementing partner Value Added Tax (VAT) monthly, working directly with at least 10 implementing partners and EXO.
- Coordinates all TDY visitors to the HA Cell.

**Record File Management:**

- Primary file custodian is responsible for ensuring record management deadlines are met and oversees the following: file management, vital records, retiring files.
- Files and retrieves multiple activity documents, reports and correspondence utilizing extensive, complex filing system in accordance with USAID Automated Directive System (ADS); and organizes electronic files in the share drive.
- Responsible for maintaining, tracking and verifying important documentation (e.g., MAARDS, procurement waivers, budgets, result reports, Cooperative Agreement plans and budgets, grantee commodity inventories and disposition reports, etc.) is properly prepared, is appropriately formatted, and is appropriately disseminated.
- Consistently maintain and update the HA Cell and working groups' files, both hard copy and electronic, by reading incoming and outgoing messages and documents, assessing their importance and using judgment in determining if and where they need to be maintained on a permanent basis.
- Serve as the team's documentation coordinator, responsible for a) maintaining a storage and retrieval system for technical assistance reports; grantee/contractor progress reports; trip reports; scientific, program and activity reports; and other technical information; and b) ensuring that technical assistance reports, sector documents and information are properly disseminated, and classified. This responsibility requires the understanding of HA technical materials and the knowledge of the principles of information storage and classification systems.
- Maintains up to date contact lists for Government of Bangladesh HA Cell contacts and steering groups.

The above responsibilities involve a clear understanding of USAID regulations and guidance concerning clearance procedures and documentation practices. It also involves basic knowledge of the HA CELL sector and the major HA CELL organizations in Bangladesh, the functions of the HA CELL Team.

**C. SUPERVISORY RELATIONSHIP**

The incumbent will be supervised by the HA Cell Team Leader or his/her designee.

**D. SUPERVISORY CONTROLS**

None.

**11. PHYSICAL DEMANDS**

The work requested is generally sedentary and poses few physical demands.

## 12. POST ENTRY TRAINING

- Relevant computer training (Microsoft Office functions)
- USAID systems training
- File Manager (ADS filing system training)
- Introduction to Program Cycle (IPC)
- Time management training

**13. POINT OF CONTACT:** Dominic Gomes, [dgomes@usaid.gov](mailto:dgomes@usaid.gov). Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

**Education:** At least two years of full time post-secondary study (or the equivalent hours spread across a part time study period) at college or university is required.

**Prior work Experience:** Three to five years of progressively responsible experience as an administrative assistant, preferably with development assistance or related work.

**Job Knowledge:** Knowledge/understanding of nature and goals of the HA Cell program; understanding of project documentation; knowledge of basic office procedures and conduct.

### **Skills and Abilities:**

Intermediate computer skills (word processing, spreadsheets and e-mail programs.) Must be able to follow instructions and also should have the capability to draft correspondence in English clearly presenting the facts relating to actions to be addressed. Ability to organize and present factual information from program partners and working groups in minutes, task lists, summaries of documents. Good office etiquette and interpersonal skills necessary. Ability to prioritize tasks. Ability to maintain complex filing systems; organize and maintain documentation classification systems; provide instruction and oversight on the use of a computer based communication network; identify constraints and provide remedies in the Team's information flow.

**Language Proficiency:** Level IV (fluent) English and Bangla language ability in speaking, reading and writing are required. English level will be tested.

## III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the following selection criteria:

- A. Education: (Pass/fail)
- B. Prior Work Experience: (30 Points)
- C. Job Knowledge: (40 Points)
- D. Skills and Abilities: (30 Points)

## IV. INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form **AID 309-2, "Offeror Information for Personal Services Contracts,"** available at <https://www.usaid.gov/forms/aid-309-2>. The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.
2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet

the work requirements as follows:

- a) **Education:** how your education level meets the minimum requirements.
  - b) **Work Experience:** how your prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:
- a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
  - b) Specific duties performed that fully detail the level and complexity of the work.
  - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives;
5. A passport size photograph (taken within six months), a copy of Passport or Voter ID or Driver's License and copy of educational or trade school certificate as required.

#### **V. WHERE TO APPLY:**

Applications must be addressed to:

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

Applicants must submit the full application package either

- By regular mail (postal service)  
OR
- Deliver by hand to the South barrier of the U.S. Embassy  
OR
- Submit an online application as detailed below to be considered. Failure to do so may result in a determination that the applicant is not qualified. (Online Application Process instructed below)

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **Online Application Process:**

\*Applicants would be required to create or already have a personal GMAIL account to access the online form.\*

Access the 'USAID/Bangladesh Online Recruitment Form' [HERE](#).

Follow the instruction within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and

attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

## **VI. LIST OF REQUIRED FORMS FOR PSC HIRES**

When an offer for the position is made, the successful candidate will be required to complete the following:

1. Medical examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

## **VII. BENEFITS/ALLOWANCES**

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

### **BENEFITS**

- Provident Fund Contribution (10% of base salary)
- Annual & Sick Leave
- 2 Festival Bonuses
- Medical reimbursement
- Life insurance

## **VIII. TAXES**

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

## **IX. 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](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. **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>.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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