



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038621R10007

ISSUANCE DATE: JUNE 15, 2021

CLOSING DATE/TIME: JULY 7, 2021 / 23:59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - *Local Compensation Plan*) – Project Management Assistant (This solicitation is being publicized to collect the interested and eligible applications in anticipation of a vacancy and will be filled once the vacancy is created.)

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 Attachment 1.

Sincerely,

Edward

Michalski

Edward Michalski
Contracting Officer

Digitally signed by
Edward Michalski
Date: 2021.06.14
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038621R1XXXX**
- 2. ISSUANCE DATE: JUNE 15, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: JULY 7, 2021 / 23:59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
- 5. POSITION TITLE:** Project Management Assistant
- 6. MARKET VALUE:** INR 1,116,717 – INR 1,726,248 equivalent to FSN-9. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of Contract**

The Project Management Assistant (PMA) is located in the Health Office (HO) and reports directly to the Office Director, HO and/or his/her designee. The PMA serves as the

primary HO liaison with Office of Program Support (PS), Office of Acquisition and Assistance (OAA) and Regional Financial Management Office (RFMO) on all procurement and financial matters. The PMA manages the entire HO procurement plan in consultation with the PS and encompasses an in-depth understanding of the extensive work of the HO, which includes approx. 30 projects totaling 233 million USD. With minimal supervision and guidance, the PMA provides substantive support to the HO team for program management and analysis, financial management, monitoring and evaluation and internal and external communications. The PMA responsibilities will be unique, but are often carried out in teamwork with other staff members.

b) Statement of Duties to be performed

a. Financial Management and Budget Analysis – 50%

The PMA takes the lead responsibility in preparing budgets and financial reports for the HO and provides financial and budgeting assistance to HO staff, including reports on sub-obligations, quarterly accrual reports, pipeline expenditures, host country contributions, project budgets and other financial matters, as needed. The PMA will assist HO team leaders in projecting budgetary resource needs and sub-commitments to meet funding requirements of implementing partners, based on historical trends, planned expenditures, and ongoing analyses. S/he takes the lead in reviewing and monitoring project-level obligations, commitments, and expenditures; and assists HO Contracting Officer's Representative's /Agreement Officer's Representative's (COR/AORs) in review of and feedback to HO implementing partners on their quarterly accrual estimates, which aids in projecting an accurate picture of HO-managed activity expenditures. The PMA is also responsible for review and tracking of uncommitted/unexpended funds and ensuring these funds are de-committed and de-obligated as soon as possible. The PMA is responsible for tracking and reporting on the pipeline status for HO activities on a quarterly basis and confer with RFMO and PS to ensure unused and unencumbered funds are made available for future reprogramming. The PMA is responsible for timely submission of vouchers related to HO funded projects. The PMA reviews vouchers from all implementing partners for the HO team and ensures that all required documentation is attached to vouchers before forwarding to the RFMO for processing and filed as part of the official AOR/COR file. Under the President's Emergency Plan for AIDS Relief (PEPFAR) program, there are a number of financial tools such as Design and Analysis Toolkit for Inventory and Monitoring (DATIM) which are unique to managing HIV/AIDS funds. The PMA will coordinate with RFMO and PS to ensure these offices enter timely and accurate Phoenix information for the PEPFAR partner programs.

b. Program Management Support – 30%

The PMA provides extensive support to all HO COR/AORs by performing or coordinating a variety of program management functions, including, but not limited to, coordination, preparation, and documentation of annual program documents such as the portfolio review (every six months), HO procurement plan, the operational plan, and the Congressional Budget Justification request. For HIV/AIDS programs under PEPFAR, the incumbent may make site visits to project sites, including entering the data into the 'Site

Improvement through Monitoring Systems' SIMS 2.0 software, and, as required, takes the lead in organizing and participating in meetings with other support offices in contracting, financial management, and programming to finalize HO input to plans and to follow progress in meeting Agency and US Government (USG) requirements. The PMA works with all HO COR/AORs to ensure award documentation is on file for vital records. The PMA also establishes standard templates for program management including monthly/quarterly performance reviews to enable tracking progress of HO programs. The PMA serves as the primary contact within the HO for tracking of audit findings and recommendations, coordinating the timeline for needed actions and progress with COR/AORs, implementing partners, and Government of India (GOI) counterparts in keeping a record of responses and closing out audits. The PMA attends audit closeout meetings and works directly with Regional Inspector General Office counterparts and others, as required, to coordinate responses needed for program/project/activity adjustments. The PMA will also serve as an activity manager for select HO activities which are awarded in USAID/Washington and are carrying out India-specific or regional activities. Externally, the incumbent liaises directly on behalf of the HO with technical level GOI officials or representatives, other development partners, private institutions, non-governmental organizations, and professional associations who are involved in the design, implementation and evaluation of relevant award/implementing mechanisms.

c. Monitoring and Evaluation - 20%

The PMA will provide support to HO staff in planning and carrying out facets of the Monitoring, Evaluation, and Learning function. This includes support to activity managers, COR/AORs, and the HO Senior Research and Evaluation Specialist in data gathering and analysis across the HO portfolio. The PMA will review and analyze project reports, media accounts, and secondary data to assist the monitoring and evaluation specialist in the preparation of success stories, lessons learned, and press releases meeting the US Government (USG) specifications and requirements.

- c) **Supervisory Relationship:** The Project Management Assistant works under the general supervision of the Office Director, HO and/or his/her designee.
- d) **Supervisory Controls:** Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. Work is reviewed in terms of results achieved.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree in Humanities, Management, Social Work, Business Administration, Finance, Social Sciences or allied fields is required.

- b. **Prior Work Experience:** Minimum three years of substantive and progressively responsible experience in providing office support, or related work with an international or donor organization, or equivalent work with a private or host- government entity is required.
- c. **Language Proficiency:** Level IV (fluent) English and Hindi, speaking, reading, writing, is required.
- d. **Job Knowledge:** The incumbent must have a general knowledge, or the ability to quickly develop and apply knowledge, of the concepts, principles, techniques, and practices of financial management, program management and monitoring and evaluation. S/he also must have a broad understanding of development efforts in health.
- e. **Skills and Abilities:** The work requires tact, good judgment; ability to work independently to gather facts, synthesize information from tables or reports and analyze information; ability to create and maintain positive working relationships with all members of the HO staff; ability to establish and maintain contacts and good working relationships with counterparts in relevant GOI and Implementing Partner (IP) organizations; ability to communicate effectively, both orally and in writing; ability to obtain, evaluate, and analyze data, and to prepare precise, accurate, and complete reports; ability to recognize significant developments and trends reflected from collected data and bring it to the attention of colleagues and superiors; proficiency in word processing, spreadsheet programs, Google suite of applications; ability to quickly learn other office software used within USAID and the USG; and ability to acquire good knowledge of USAID programming policies, regulations, methodologies, and documentation.

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>.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Job Knowledge and Skills (30 points)
- Education (10 points)
- Work Experience (25 points)
- Communication Skills (15 points)
- Writing Skills (20 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:
http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc
2. Submit **electronic copies** of applications to: indiaper@usaid.gov.
3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID Website
 - Internal Circulation
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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/ads/policy/300/aidar>
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.
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

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial

probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate's responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.