



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038622R10011

ISSUANCE DATE: March 4, 2022

CLOSING DATE/TIME: March 27, 2022 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) – Project Management Assistant

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 a 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,

R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038622R10011**
- 2. ISSUANCE DATE: March 4, 2022**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 27, 2022 / 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. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. 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 incumbent serves as the Project Management Assistant in USAID/India's General Development Office (GDO). S/he will be responsible for all administrative and project management support functions. The incumbent serves as the recognized expert on all administrative/project management support issues, keeping the office development

specialists informed of current policies and procedures governing all support activities, and implementing best practices. S/he provides substantive support to GDO for day-to-day program/project management, financial management, administrative assistance, and internal and external communications with various stakeholders, including up-to-date summaries of budgets and developing networks that advance shared Indo-U.S. objectives in the areas of education, forestry, air pollution, food security, sustainable landscapes, Water, Sanitation, and Hygiene (WASH), Tibet support and related development areas. The job will be expected to perform work-related travel.

b) Statement of Duties to be performed

1. Technical Support – 70%

The incumbent will work closely with the project managers in processing Global Acquisition and Assistance System (GLAAS) actions and serves as the office point of contact to ensure all the GLAAS actions for all office programs/projects are completed in a timely manner. S/he serves as a primary contact within the Office for coordination of progress and financial reporting by the Office programs' Implementing Partners (IP) communication of financial review or audit findings, and recommendations and liaising with the Regional Financial Management Office (RFMO) to coordinate financial review/audit closeout meetings. S/he also serves as the primary office liaison with the Office of Program Support (PS) and RFMO on financial matters related to organizing and preparing appropriate reports to track the Office's financial progress. S/he drafts planned expenditure and commitment data sheets which is used for allocation of Operating Year Budget, annual report preparation, pipeline analysis, various budget exercises and for the Congressional Budget Justification (CBJ).

S/he supports GDO's Contracting/Assistance Officer's representatives by performing or coordinating a variety of technical and program management tasks, including, but not limited to documentation of project procurement documents, the Operational Plans (OPs), Congressional Budget Justifications (CBJs), and Project Performance Reports (PPRs). S/he will be expected to serve as the Contract Officer's Representative / Agreement Officer's Representatives (COR/AOR) for all Evaluation related awards. S/he will also be asked to serve as an alternate COR for one or more activities in the office.

The incumbent will also provide support for the completion of major reports, solicitations, and studies; leads or assists in editing, proof-reading, formatting, and finalizing of a broad range of technical documents, as assigned. S/he will complete limited outside research and consultation, prepare bibliographies and summaries, record program and research notes, or participate in preparation of related documents to strengthen the quality of GDO's activities. S/he will provide assistance in coordinating visits and special events including IP and donor meetings.

S/he coordinates with the PS to support strategies for effective outreach to private investors and other potential alliance partners to invest alongside development resources on key USAID goals and objectives by helping potential alliance partners, navigate relationships with USAID/India, linking the Mission with relevant global and regional resource partners, and develop relationships that may lead to future partnerships. S/he assists the development specialists and the Office leadership in drafting action memos, weekly and monthly

newsletters, briefing memos, talking points, letters, financial tables and statements. S/he works closely with the Mission's communication specialists and program managers to ensure project results, impact/success stories are produced and disseminated in a timely manner for advocacy purposes in line with USAID's communication strategy. S/he works closely with the national and international IPs to gather content and developing communication materials for dissemination through social and traditional channels. S/he is responsible for maintaining factsheets, bulletins, news articles on office-financed activities and assists the Specialists with drafting speeches/comments to be delivered by Senior Management at project events. S/he supports other GDO staff to identify opportunities and work with new partners – the private sector, foundations, educational institutions, development partners, and NGOs through research and proactive outreach. S/he develops and maintains information databases, including but not limited to key Points of Contacts among various stakeholders including the private sector, non-governmental organizations, Government of India, IPs, governments, embassies, academic and research institutions in target partner countries' that work on policy/program issues in the related sectors; and assures that the information is shared within and outside of USAID as appropriate.

S/he accompanies Project Officers on site visits, coordination meetings, and financial reviews, as required/assigned. S/he attends program reviews, management team meetings for office programs, prepares notes/reports, and shares those as appropriate. This includes coordinating with partners for obtaining timely financial information, computing and analyzing the information for accrual submission, and assessing the funding needs of projects.

Within GDO, the incumbent creates and manages tools that promote and share Indian networks, best practices; establish databases for tracking contacts to be shared with stakeholders across targeted sectors and/or regions within India; identify additional resources (brochures, presentations, websites) needed to promote donor coordination and link with other Indian and regional resources for building, managing, negotiating, and promoting to USAID development objectives. S/he supports the GDO team to facilitate the technical aspects of private sector engagement and alliance building which includes: a) support GDO staff with relevant marketing materials and private sector guidelines; b) develop and maintain lists of private sector contacts and relationships in relevant program areas; d) conduct due diligence research on proposed resource partners per USAID's Private Sector Engagement Policy; and, e) work with USAID/India program managers and contracting officers to facilitate formal agreements.

2. Office Management - 30%

The incumbent oversees and coordinates administrative management activities for GDO and performs a full range of administrative duties and logistical support. These services include, but are not limited to, My Services requests, travel arrangements in E2 and visa support, records management, maintenance of time and attendance, preparing letters, memos, diplomatic notes, cables and related documents; organizing partners' meetings and updating partner contact lists; providing all necessary arrangements for temporary duty (TDY) staff and providing contractor support services. S/he provides support to GDO in organizing trainings, events and field/site visits for high-level visitors. S/he also provides personal

assistance to the office leadership including, but not limited to, scheduling appointments, maintaining calendar, arranging transportation, drafting and reviewing correspondence, etc. S/he keeps informed of all work assignments as needed in order to ensure the smooth functioning of GDO. S/he ensures that administrative assignments are completed in a timely and efficient manner. S/he looks for ways to simplify the administrative workflow and to achieve work efficiencies.

S/he coordinates requisitions of office supplies and equipment. S/he prepares procurement requests for local supplies and services and follows up with the EXO/GS point of contact for processing of Purchase Orders. S/he ensures adequate availability of expendable and non-expendable materials and supplies for Office staff. S/he ensures that Office equipment is functioning and periodically maintained. S/he coordinates with the EXO/GS for equipment repair or new requests. S/he annually reviews emerging equipment needs for the Office and recommends procurement as/when necessary.

S/he provides supports to the office on staffing needs and coordinates with the Mission's EXO/HR division and provides assistance to complete the required formalities/forms. The incumbent will be expected to take on greater administrative duties if/when the other administrative assistant is not available.

- c) **Supervisory Relationship:** The incumbent works directly under the general guidance of the Office Chief who makes assignments in terms of the broad range of actions the incumbent - performs.
- d) **Supervisory Controls:** The incumbent works with considerable independence, initiating necessary coordination with other General Development Office team members, USAID or US Government (USG) staff, partners, donors and other stakeholders. The incumbent keeps the Office leadership updated through periodic status reports and verbal briefings. Completed work is reviewed from the overall standpoint of results achieved, milestones reached and other measurable outcomes.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** Possession of a College and/or University Studies or the host-country equivalent formal education in a relevant field, such as social sciences, commerce, accounting, international development or in any other related field is required.
- b) **Prior Work Experience:** A minimum of three years of progressively responsible administrative management experience involving full range of administrative and logistical support with an international or development organization or equivalent with a private or host-government entity is required.
- c) **Language Proficiency:** Fluency (Level IV) in English and Hindi speaking, reading, writing is required.

- d) **Job Knowledge:** The incumbent must have knowledge, understanding, and experience of development issues in general and particularly as they apply to India. S/he must be conversant with general USAID policy and processes. S/he must also understand budget systems, analysis, and reporting.
- e) **Skills and Abilities:** The incumbent is expected to have:
- Demonstrated ability in performing at high levels, with minimal supervision and with initiative.
 - Excellent communication skills, tact, and diplomacy to explain, interpret, negotiate, report on and otherwise establish sustainable working relations and trust with relevant level Government of India (GoI) officials and other partners and stakeholders.
 - Ability to strategize, conceptualize, undertake analysis and understand complex programs and to be sensitive to USAID relationships with the GoI, private organizations, donors and other stakeholders.
 - Excellent writing skills in order to develop projects, prepare reports, technical papers, briefing papers and other Mission documents.
 - Expertise to analyze and interpret policies, assist in policy development, revision and programming, develop strategies and programs, and develop and execute work plans.
 - Proficiency in English to prepare documents, programs, plans, reports and correspondence.
 - Capacity to participate in meetings and discussions conducted in English, often in USAID/Washington, D.C. and in other international fora, as is the ability to present complex ideas.
 - Coordinating and organizational skills for application within multicultural work environments,
 - Ability to manage multiple tasks simultaneously, to work under pressure and produce results, and to work effectively in a collaborative team environment
 - Capacity to manage a variety of complex awards and relationships, identifying and resolving program issues, and ensuring that all activities are carried out in a technically sound and cost-effective manner.
 - Computer skills in Microsoft Word, Excel, and PowerPoint.

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>.

A. SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Phase-III: The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

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

- Job knowledge (30 points)
- Prior Work Experience (10 points)
- Ability and Skills (40 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. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application
3. Submit **electronic copies** of applications to: indiaper@usaid.gov.
4. 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.
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. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.
** See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

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

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee's salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee's credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission's Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

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. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands;
and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order

(hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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.

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: [e.g. R497] - Accounting Info: TBD	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

4. 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>
5. **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.
6. **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.

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.