



**SOLICITATION NUMBER:** 72068824R10011  
**ISSUANCE DATE:** September 6, 2024  
**CLOSING DATE/TIME:** September 30, 2024/5PM

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

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 this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 solicitation.

Sincerely,

Signature

Audrea L. Hardy,  
**Supervisory Executive Officer (Contracting Officer)**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72068824R10011
- 2. ISSUANCE DATE:** September 6, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 30, 2024/17:00 Bamako local time (GMT)
- 4. POINT OF CONTACT:** Human Resources Section, at [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov).
- 5. POSITION TITLE:** Chauffeur
- 6. MARKET VALUE:** 5,455,762- 8,456,422 FCFA equivalent to **FSN-04**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Mali. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** CCNPSCs contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement and employee performance, and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
- 8. PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) – 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 certificate (Certification)

## **11. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract**

USAID places particular importance on the Chauffeur function in general, and the Chauffeur to the USAID Mission Director (MD) function in particular. In addition to possessing excellent defensive driving skills, the Chauffeurs (MD) must exercise good judgment in the daily performance of their duties and have a thorough knowledge of road systems, not only in capital cities but also in other destination points in the host country (and occasionally in neighboring countries as well). Chauffeurs (MD) must know the boundaries of various “go” and “no-go” areas of the capital city and the countryside.

Chauffeurs (MD) must exercise sound judgment in selecting appropriate routes from point A to point B, taking into consideration unrest or other unusual circumstances, and traffic

patterns at various times of day. Chauffeurs (MD) must practice patience, self-control and be able to defuse potentially dangerous situations to protect their passengers.

The Job Holder is assigned as the principal Chauffeur to the USAID Mission Director. As such, the Job Holder is responsible for driving Mission vehicles to transport the Mission Director to and from work, and to a wide variety of official and unofficial meetings, functions, and/or events. The Chauffeur (MD) also picks up and delivers invitations, papers, diplomatic notes, and other items/materials for and on behalf of the Mission Director. In many capital cities the Mission Director requires extra security, and the front line of this extra support is from the Chauffeur (MD). When not engaged in work directly for the Mission Director, the Job Holder participates in transporting USDH, USPSC, TCNPSC, and CCNPSC Mission employees and official visitors in the conduct of official business; transporting expendable and non-expendable supplies, equipment, and furnishings; and, as needed on special occasions (i.e., VIP visits, 4th of July parties at the Ambassador's residence, etc.) providing back-up assistance to the Embassy Motor Pool.

In the performance of these duties, the Chauffeur (MD) relies heavily on interpersonal skills, knowledge of procedures associated with the specific tasks assigned, and relationships developed in various Ministries, NGO/PVO organizations, private-sector firms, and/or government agencies

## **2. Statement of Duties to be Performed:**

The Chauffeur (MD) operates a passenger, non-passenger motor vehicle and/or armored vehicle to transport the Mission Director and other authorized USAID personnel, official visitors, and official documents to other agencies and diplomatic missions within the host country. This could include providing service after hours and on the weekends and public holidays. In execution of these duties the Job Holder:

- Assists the Mission Director or designee in planning logistics for field trips, researching destination points, and collecting and sharing pertinent information, such as the description of the site, projected travel time, road conditions, etc. with appropriate Mission and security personnel.
- Suggests an appropriate vehicle, ensuring adequate planning and safety considerations have been factored into trip schedules, and coordinates with the RSO as required. The Chauffeur (MD) exercises sound judgment in selecting routes to ensure passenger safety.
- Operates the vehicle in accordance with local laws, USAID regulation and the Mission Director or designee's instructions and follows driving regulations and safety rules to avoid traffic accidents.
- Drives/operates, in addition to the above, other Mission vehicles, such as pickup trucks or lift vans, to transport Household Effects (HHE), Unaccompanied Baggage (UAB), and other official cargo.

The Job Holder assumes primary responsibility for the assigned vehicle, ensuring the vehicle is clean and properly maintained in order to provide safe transportation services. The Job Holder:

- Maintains the assigned vehicle in a clean and serviceable condition, undertaking car - washes and valets as needed or directed.
- Performs minor maintenance, such as checking air pressure in tires, verifying motor oil level, and making sure that the radiator is sufficiently filled with water each morning.
- Coordinates with the Motor Pool, Executive Office, and the Embassy to ensure that preventive maintenance is performed on a regular basis; and reports malfunctions immediately, along with other problems that may arise in the performance of assigned functions.

The Chauffeur (MD) is expected to maintain a high level of security awareness at all times, in order to ensure that USG property is protected and that the Mission Director and/or other passengers are not endangered. The Job Holder:

- Checks the underside of the vehicle and under the hood/bonnet before starting the engine, when the vehicle has been left unattended.
- Ensures passenger safety and comfort while enforcing “no smoking”, seat belt and all other Department of State and Mission regulations for safe vehicle operation.

Administrative duties:

The Chauffeur (MD) maintains daily trip logs of vehicle usage and assists in the preparation of vehicle reports and inventories. The Job Holder ensures that all passengers complete and sign the logs before leaving the vehicle and completes the driver’s daily and weekly preventive maintenance and checklist before operating the vehicle, annotating conditions and findings accurately.

The Job Holder reports vehicular accidents immediately, in accordance with Mission procedures; completes all required paperwork to document accidents; and ensures that Police and the Insurance Company have all information required to complete their investigations/reports.

The Chauffeur (MD) files all documentation related to usage and maintenance of the vehicle, including travel verification logs, maintenance logs, inspection sheets, etc. and ensures all paperwork is complete, well-organized, and accurate. The Chauffeur (MD) is responsible for the timely submission of these documents (in English), and provides additional detailed written information, when requested. The Job Holder also provides basic administrative tasks such as answering the phone, arranging Motor Pool transportation, updating contact lists, submitting maintenance/service requests, making copies, and requesting non-expendable supplies.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**3. Supervisory Relationship**

The Chauffeur (MD) works under the specific direction of the Mission Director or

designee. The Job Holder works in accordance with instructions and schedules provided by the Mission Director, Deputy Mission Director/s, and/or the Mission Director's Administrative Assistant. The Executive Officer or designee provides both technical and administrative direction to assure conformance with USAID MOs and other Mission policy.

#### **4. Supervisory Controls**

None.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for this position, applicants must meet the minimum qualifications.

**a. Education:** Completion of Secondary Schooling is required.

**b. Prior Work Experience:** A minimum three years of professional driving experience is required. At least one year of driving experience should have been with a government or an international organization.

**c. Language Proficiency:** Level III in English and in the appropriate host-country language, both written and spoken, is required so that requests can be understood as well as being able to communicate clearly to clients concerning vehicle arrangements.

**d. Job Knowledge:** The Chauffeur (MD) must be familiar with local traffic laws and area traffic patterns, location of project sites, and locations of major buildings, organizations, diplomatic missions, and government offices, as well as the shortest and safest routes to destinations. The Job Holder must have a basic knowledge of vehicle maintenance on a preventative level. Basic computer literacy is required, this would include knowledge of word-processing and other computer programs (MS Word, Excel, email usage). Basic knowledge of protocol as it applies to driving duties is required. The Job Holder should have the ability to read road maps in order to find safe and expeditious alternate routes should the need arise.

**e. Skills and Abilities:** The Chauffeur (MD) is required to have a minimum of a **standard local driver's license** with the required professional driving permit or host country equivalent. In addition, the Job Holder should hold the appropriate driver's license relevant to the vehicles operated i.e., truck. The ability to exercise sound judgment in selecting the most appropriate routes at any given time is required. The ability to complete incident reports accurately is required. Excellent defensive driving skills are required, as are strong interpersonal skills. The ability to deal tactfully with passengers and with other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence in interacting with working-level employees of governmental and non-governmental ministries/offices to obtain documents is essential.

### **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 technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed. To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

- |                          |           |
|--------------------------|-----------|
| 1. Prior Work Experience | 40 points |
| 2. Job Knowledge         | 40 points |
| 3. Skills and Abilities  | 20 points |

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter.

**How the selection will be made:** The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.
6. Security & Police Background check.
7. Responsibility Determination.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. Applications which meet the minimum qualifications will be contacted (Step 2) for English language testing. Applicants passing the language test by obtaining the required scores will be forwarded (Step 3) to the Technical Evaluation Committee (TEC) for further reviews against the established evaluation criteria to develop a shortlist of applicants to be tested (technical) and/or

interviewed. Following the interviews (Step 4) during which the applicant will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment (Step 5) and forward that list as a recommendation memorandum to the Supervisory Executive Officer (Contracting Officer), through the HR Specialist. EXO/HR or the TEC will conduct reference checks (Step 6) on the best suitable candidate (s) as decided by the TEC. References may be solicited from current as well as former supervisors in addition to the references provided in the application package. The HR section will contact the selected candidate to confirm their interest and for contract negotiations (Step 7).

*Note:*

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

#### **IV. SUBMITTING AN OFFER**

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. **Only shortlisted applicants will be contacted** and provided with guidance for the next step of the process.

1. Eligible Offerors are required to complete, sign and submit the offer form [AID 309-2](https://www.usaid.gov/forms/aid-309-2) (Offeror Information for Personal Services Contracts with Individuals):  
<https://www.usaid.gov/forms/aid-309-2>
2. **Resume** or **curriculum vitae** (CV) relevant to the position for which the applicant is applying.
3. **Cover letter** of not more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.
4. Applicants are required to provide five (5) Professional References with complete contact information including email address and telephone number(s). References should have knowledge of the candidate’s ability to perform the duties set forth in the solicitation and **must not be family members or relatives**.
5. Copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable **PDF file**.
6. Applicants must provide their **full mailing address with telephone numbers, email address** and should retain for their records copies of all enclosures that accompany their submissions.

7. 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 4**.
8. Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number **72068824R10011**] – [CANDIDATE NAME]

**All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.**

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements
3. Security Eligibility for Certification
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
5. Responsibility Determination

#### **VI. BENEFITS AND ALLOWANCES**

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

1. Basic salary,
2. Miscellaneous allowances
3. Holiday bonus, and
4. Comprehensive medical insurance subsidy.

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). Final compensation will be based on the position grade and negotiated within the corresponding market value.

#### **VII. TAXES**

The successful Applicant will be subject to host country (Mali) tax laws.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC 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 as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period – FSN-04 Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-MOD-OEFE-FY20-25- SALARY	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>.
5. **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](mailto:PSCOmbudsman@usaid.gov).

**~End of Solicitation~**