



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011725R10001

ISSUANCE DATE: 11/08/2024

CLOSING DATE/TIME: 11/22/2024 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for an **Administrative Assistant (Democracy & Governance Office)**
Cooperating Country National Personal Service Contractor (CCNPSC - *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

Matthew Corbin
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72011725R10001
2. **ISSUANCE DATE:** 11/08/2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 11/22/2024 at 11:59 p.m. Chisinau Time
4. **POINT OF CONTACT:** Natalia Ciobanu, e-mail at nciobanu@usaid.gov.
5. **POSITION TITLE:** Administrative Assistant (Democracy & Governance Office)
6. **MARKET VALUE:** Basic annual rate \$13,879 - \$20,819, equivalent to **FSN-7** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Moldova. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years, estimated to start o/a January 2025. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five-year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
8. **PLACE OF PERFORMANCE:** Chisinau, Moldova with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Candidates must be cooperating country nationals (CCN), defined as individuals who are citizens of Moldova or non-citizens lawfully admitted for permanent residence in Moldova. U.S. Mission employees currently on probation are ineligible to apply.
10. **SECURITY LEVEL REQUIRED:** Facility Access or CCN Security Certification issued by the US Embassy Regional Security Office.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Project Management Assistant (the “Administrative Assistant”) position is located in the USAID/Moldova Mission and reports to the U.S. Direct Hire, FS-01, Democracy & Governance Office Director or his/her/their designee. The Office of Democracy & Governance (DG) manages a large, dynamic portfolio of contracts and cooperative agreements that works to strengthen participatory democracy. As a member of a highly visible and active office, the Administrative Assistant requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic

success. The Administrative Assistant is a team player, able to prioritize and follow up on their own actions with guidance from the supervisor, while also assisting the 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 job may be expected to perform work-related travel.

2. Statement of Duties to be Performed

A. Administrative (75%)

Provide daily administrative and operational support for the Democracy & Governance 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 ADS Chapter 502 (The USAID Records Management Program), revised 06/15/2022, that "requires all federal agencies to make and preserve records containing adequate and proper documentation of their organization, function, policies, decisions, procedures, and essential transactions. 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 Office Director'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.

Responsible for submitting office supplies requests on a timely basis to ensure availability of adequate office supplies for the team.

Provide up to 2 hours of reception phone coverage for the Mission.

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.

B. Program Support (25%)

Types memoranda, letters, and reports; drafts routine, non-technical letters, ensures outgoing correspondence is properly formatted, checks for typographical errors, spelling, grammar, and punctuation; works with technical staff to assist with the preparation of regularly scheduled reports, as well as documents, correspondence, and reports, which are not regularly scheduled; makes synopses of incoming correspondence; translate documents from English into Romanian or vice versa (and, when required, Russian); such as basic letters and invitations; may be required to interpret during non-official conversations.

Assists in the management of Democracy & 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 portfolio.

Assists in the preparation of Acquisition and Assistance Requests and other support documentation for the management and administration of procurements. Assists in reporting on accruals.

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 Administrative Assistant receives formal supervision from the Democracy & Governance Office Director and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

4. ***Supervisory Controls***

Full supervision of other Mission staff is not contemplated.

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related is required.

Prior Work Experience: Minimum of three years of administrative experience are required. Knowledge of correspondence formats, file, and records management, as well as word processing is required.

Language Proficiency: Fluency in English, Romanian, and Russian is required. Testing at a 4/4 minimum in English is required. Must demonstrate strong speaking/reading/writing in English and Romanian; strong speaking/reading in Russian.

Post Entry Training: The Mission will make every effort to provide in-service USAID orientation and professional development training, including required trainings to obtain and maintain A/COR and GLAAS certification, including:

- A&A Primer;
- Phoenix Accruals;
- Programming Foreign Assistance;
- COR and AOR Certification Program (A&A 104)
- ABC's of GLAAS Basic; and
- Continuous learning training required to maintain A/COR certification.

BASIS OF RATING

English Proficiency Test: PASS/FAIL

Application Review: 15 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors.

Job Knowledge: 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 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.

Skills and Abilities: Computer literacy is essential, including competence in word processing and spreadsheet programs. 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.

Skills Test: 25 points

The skills test is intended to gauge the applicant’s problem-solving ability, attention to detail, leadership, and customer orientation.

Interview Performance 60 points

Interview questions will be intended to explore the candidate’s experience, job knowledge, and skills regarding the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion, and Accessibility (DEIA) concepts.

Total Possible Points: **100 points**

Reference Check **PASS/FAIL**

A “FAIL” Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

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 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 meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Moldova, or a non-cooperating country citizen lawfully admitted for permanent residence and work in Moldova;
- Submit a complete application (Offer) as outlined in the Section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education, Experience, and English Language Proficiency) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered. The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated against the Evaluation Factors listed below based on information presented in the application, skills test (when used), interview, and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form insert a description of the required form(s) in accordance with Mission or local office policy.

a. Completed AID 309-2 form (Offeror Information for Personal Services Contracts With Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2>.

Offerors must complete the AID 309-2 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further

explain their relevant work experience, if needed. An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (AID 309-2) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

b. A cover letter of no more than two (2) pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

c. A CV or standard résumé of no more than four (4) pages.

d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or résumé/CV.

Offerors who do not include all above required documents in their offer submission will not be considered for this position. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites will not be considered.

USAID'S ZERO TOLERANCE FOR SEXUAL MISCONDUCT

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at ADS Chapter 113, Preventing and Addressing Sexual Misconduct.

By acceptance of the contract award, the contractor acknowledges having read, and agrees to abide by, the Agency's ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed-certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
- If Self-Certification response is "Yes": In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
- Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY'S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID's Misconduct Reporting Portal. Prior to award, the CO will email ELR at HCTM.ELR@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administrating CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded in Washington, the contractor must complete the information session on USAID's zero tolerance policy for sexual misconduct as part of NEO. The CO will include documentation in the award file that the contractor has completed NEO and has been made aware of USAID's zero tolerance policy for sexual misconduct.

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID's zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID's zero tolerance policy for sexual misconduct.

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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
 - Authorization for Release of Information (U.S. Embassy Moldova form)
 - Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances as outlined below. The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances.

1. BENEFITS:

Health Insurance coverage, reimbursement of authorized expenses up to \$8,155 per immediate family member; children to age 21

Defined Contribution Fund, 12% of salary is placed in account, paid by employer

Death Benefit

2. ALLOWANCES (as applicable):

Meal allowance in accordance with the Moldova Local Compensation Plan in amount of \$770
Childcare Allowance and Childbirth Grant in accordance with the Moldova Local Compensation Plan

VII. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission withholds year-end local income tax payments.

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:
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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant AIDAR deviation or other policy text as applicable by the type of PSC.]

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.
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.