SOLICITATION NUMBER: 72068522R10011  
ISSUANCE DATE: June 14, 2022  
CLOSING DATE/TIME: July 4, 2022 – 11:59 pm (GMT)

SUBJECT: Solicitation for an Administrative Assistant  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Senegal 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 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 attached information.

Sincerely,

Steve Cowper  
Regional Executive Officer
1. **GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068522R10011

2. **ISSUANCE DATE:** June 14, 2022

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 4, 2022 – 11:59 p.m. (GMT)

4. **POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov

5. **POSITION TITLE:** Administrative Assistant

6. **MARKET VALUE:** From FCFA 10,676,415 to FCFA 16,565,571 equivalent to grade FSN-7 (no relocation benefits; see page 8 for benefits). In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a August 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

   | Base Period: | o/a August 1, 2022 to July 31, 2023 |
   | Option Period 1: | o/a August 1, 2023 to July 31, 2027 |

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country’s population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.

10. **SECURITY LEVEL REQUIRED:** Facility Access

11. **STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION**

The Administrative Assistant performs a variety of routine and non-routine services to coordinate and enhance the productivity of the Regional Office of Financial Management (ROFM) of USAID/Senegal under the Supervisory Voucher Examiner’s supervision. The incumbent provides administrative support to all ROFM employees including proper distribution of documents for approval by the appropriate supervisors. The incumbent also manages vouchers document control, office supplies, travel, and timekeeping, among other duties detailed below.
MAJOR DUTIES AND RESPONSIBILITIES

1) Document Control 40%
   - Responsible for timely creation of Mission Invoicing (MI) in Phoenix. When vendors send invoice(s)/payment request(s) to USAID/Senegal; the incumbent stamps ‘received’, verifies completeness and legibility and creates Invoice and Payment documents in Phoenix; creates voucher folders in ASIST and scans the Invoice/payment request along with any supporting documents.
   - The incumbent is the main point of contact for incoming invoices addressed to dakar-usaid-ofm-pay@usaid.gov.
   - Forwards the invoice/payment request for administrative approval to the Agreement Officer’s Representative (AOR)/Contracting Officer’s Representative (COR)/Executive Officer/Obligation Manager.
   - The incumbent tracks and prepares weekly reports of the status of MIs and MIs out for administrative approval and not returned to OFM within the period stipulated by the ADS 630.
   - This includes, but is not limited to, routinely scanning invoices into ASIST and filing hardcopies both for the Accounting and Financial Analysis sections.

2) Administrative Services 25%
   - Supports all administrative duties for the office including reception, clerical and general secretarial functions, mail distribution, filing, photocopying, managing visitors, etc. in both English and French.
   - Distributes, tracks, and returns all office incoming correspondence and financial documents for the various ROFM sections.
   - Performs ad-hoc administrative duties and any other function as deemed necessary. This may include drafting cables, letters, e-mail messages, etc.

3) Timekeeping 15%
   - Prepares bi-weekly Time & Attendance reports for OFM United States Direct Hire (USDH), Country Cooperating National (CCNPSC), United States Personal Service Contractor (USPSC) and Third Country National Personal Service Contractor (TCNPSC) (if applicable) personnel. Additionally, drafts and submits bi-weekly salary advances cables, award cables and allotment forms for United States Disbursing Office payments (State Department payments).
   - Serves as the master timekeeper for the Mission. In this capacity, the incumbent advises Mission administrative timekeeping staff on best timekeeping practices for the Mission timekeeping system(s) and coordinates access and roles for timekeepers.

4) Training and Travel Management 10%
   - Is the administrative coordinator for ROFM sponsored trainings and workshops. For both ROFM staff and training participants duties include: coordinating travel schedules, reserving hotel rooms, liaising with vendors at training location, preparing guest lists, reproducing documents, and performing any other administrative matter required for the event.
   - Arranges all local and international travel for all ROFM Staff to include preparing trip requests, requesting itineraries from the travel section, preparing Travel Authorizations (TAs) in Mission’s travel management system, making hotel reservations, submitting visa applications, transmitting e-country clearances, etc.

5) Logistical Services 10%
   - Manages all aspects of transition for incoming and outgoing ROFM offshore personnel. Duties include: coordinating with newcomer’s work and social sponsors; setting up orientation meetings with Embassy personnel, including the Regional Security Office (RSO) for badge
issuance; coordinating with the Information Technology team for computer access; providing office supplies and a cellphone; and arranging transportation to and from work until privately owned vehicle arrives.

- Maintains inventory of OFM office supplies, ensuring staff and offices are equipped with the necessary furniture, expendable supplies, computers, and other office equipment. Places orders when necessary, via the State Department ordering system of record or through Executive Office (EXO).
- Uses the Department of State motor pool management system to request vehicles for transportation of staff in Senegal for official purposes.
- Executes requestor role in USAID’s current procurement system of record to request any necessary products, supplies, or services for ROFM.
- Enters work orders in the Department of State work order system for International Cooperative Administrative Support Offices (ICASS) services to include maintenance, motor pool, visitor access requests, and afterhours access requests.

**Supervision Received:** Reports directly to the Supervisory Voucher Examiner. The incumbent may on an ad-hoc basis receive instructions from the Controller.

**Supervision Exercised:** This position is designated non-supervisory.

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

a. **Education:** Two (2) years of college/university studies is required.

b. **Prior Work Experience:** A minimum of two (2) years of secretarial or clerical experience is required.

c. **Post Entry Training:** The incumbent will be provided familiarization training on USAID operations, and on specific regulations and procedures (such as records management, travel, and correspondence management). Additional training in-country may be provided from time to time, depending on course offerings and the availability of space and funds.

d. **Language Proficiency:** Fluency in written, reading and spoken French at the Level IV; English Level III. Will be tested.

e. **Job Knowledge:** The incumbent must be able to understand guidelines and procedures written in English. S/he should be familiar, or able to quickly become familiar, with the responsibilities and activities of the ROFM office, as well as possess a general knowledge of standard and administrative/clerical office procedures and best practices.

f. **Skills and Abilities:** Proficiency in the use of word processing and spreadsheet software is required. Incumbent is expected to perform a range of differing tasks, set priorities, and to meet deadlines.

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.

Selection Process
After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. Candidates will be tested on English writing skills and relevant technical skills. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

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

Rating System
Write and speak fluently English and French 10 points
General Job Knowledge 25 points
Skills and Abilities 40 points
Prior Work Experience 25 points

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER
To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: usaid dakar-hr@usaid.gov with the following email subject line: [name of applicant] Solicitation 72068522R10011 Administrative Assistant.

Qualified applicants are required to submit the following five (5) items in separate email attachments in one email submission:

1. Cover letter: The cover letter should contain an overview of the applicant’s qualifications and must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors. The filename should be: Cover letter [name of applicant] Solicitation 72068522R10011.

2. Current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] Solicitation 72068522R10011.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] Solicitation 72068522R10011.

4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at [https://www.usaid.gov/forms/aid-309-2](https://www.usaid.gov/forms/aid-309-2). Offerors are required to **complete and sign the form**.

5. Copies of relevant **academic degrees/diplomas, certificates, and other documents (such as short writing samples) supporting the application** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] Solicitation 72068522R10011.


Offers must be received by **July 4, 2022** and submitted to usaidakar-hr@usaid.gov.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH** except for supporting documents.

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

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

**Benefits:** Annual bonus; Anniversary bonus; Medical insurance, and Supplementary pension plan

**Allowances:** Transportation; Meal; Miscellaneous; and Seniority

**VII. TAXES**

In accordance with Mission policy and Senegalese local labor laws.

**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:


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](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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman)
   The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.