SOLICITATION NUMBER: AID-620-S-00-17-00010-00

ISSUANCE DATE:        April 12, 2017
CLOSING DATE/TIME:    April 27, 2017

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Program Assistant (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, Sections I through V 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,
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: AID-620-S-00-17-00010-00

2. ISSUANCE DATE: April 12, 2017

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 27, 2017

4. POSITION TITLE: Program Assistant

5. MARKET VALUE: N6,466,256.00 equivalent to FSN-8
   In accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective September 04, 2016). Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years renewable

7. PLACE OF PERFORMANCE: Abuja, Nigeria

8. SECURITY LEVEL REQUIRED: SBU

9. STATEMENT OF DUTIES

BASIC FUNCTION OF THE POSITION:

The Program Assistant serves as an Assistant to the Strategic Information Advisor in the HIV/AIDS-TB Team, USAID/Nigeria. Specific assignments may vary, but the Assistant position is established to provide assistance to professional staff in handling the myriad administrative tasks involved in the management of Work Group program/project activities, including but not limited to managing the quarterly accrual process, preparing brief notes, assuring that vital records are maintained, and assisting to monitor activity budgets. In the absence of any AOR from the Work Group, the Program Assistant may assume AOR backstopping responsibility, up to the limits of their training and skill level, and as authorized by the Mission Contracting Officer. The assistant is a full member of the Work Group, and of the HIV/AIDS-TB Team. Work includes a variety of research, reporting, contact, monitoring, analytical duties and coordinating the work with AORs, other Work Group Leaders, the HIV/AIDS-TB Team Leader and deputy Team Leader, Mission Office Directors, senior Mission Management GoN officials and Implementing Partner (IP) counterparts.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Program Assistance:
   The Program Assistant is responsible for providing support to Strategic Information Work Group AORs in the administration and oversight of Work Group programs/projects and activities, to identify problems that may be encountered in the implementation of Work
Group programs/projects by monitoring the financial status and correspondence of assigned IPs, to provide written activity status to AORs and the Work Group Leader, and to recommend limited corrective actions. The Assistant drafts documents related to program planning, implementation, management, including memoranda, letters, MAARDs, performance reports, trip reports, analysis, etc.; manage electronic and hard-copy filing systems for the Work Group; and, provides input when coordinating the administrative aspects of Work Group and Team strategy development, specifically support related to program monitoring and tracking. The Assistant assists AORs and the Work Group to prepare routine and extraordinary reports, including all Work Group-specific contributions to PEFPAR reporting, the Country Operational Plan and the Semi-Annual and Annual Reports budget and program analyses, quarterly accrual reports, briefings, presentations, and other reporting requirements. The Assistant provides support to AORs (and steps in to backstop AORs, as assigned) in the day-to-day management, monitoring and evaluation of programs/project implementation; takes minutes at meetings and conferences, and assures that obligations and commitments are upheld and that deadlines are met. The Assistant prepares oral and written reports and briefings for the Work Groups or Team Leader, on request.

The Assistant participates fully with AORs in maintaining project records and status reports, including quarterly technical and financial reports, accruals, and budget tracking tables; preparing and updating project documentation; and tracking contractor expenditure and budgets. In addition, the Assistant collects, analyses, and interprets information from other sources (IPs, donor, GoN Ministries, etc.) as needed to identify opportunities to strengthen Work Groups programs/projects.

b. Data Collection and Analysis:
The Program Assistant plays a substantive support role in monitoring and reporting on developments in the HIV/AIDS-TB Tuberculosis sector. Monitors, reports and prepares written summaries, evaluates pertinent non-technical issues, and provides information to Work Group, team and other Mission staff as requested; written summaries are for use by supervisors, as appropriate. The Assistant organizes field trips, conferences and seminars and ensures maximum participation by target audiences; and prepares written and oral briefings for Work Group staff, and others, on request.

c. Performance Monitoring:
The Program Assistant supports AORs in ensuring that performance-monitoring systems are in place, and that measures and indicators of portfolio impact are established. The Assistant contacts IPs to collect and monitor performance data, and prepares status reports and program/project reports for use within the Work Group and the Team, and provides information on IP progress in achieving outputs and results for selected activities, as needed.

10. AREA OF CONSIDERATION: Nigerians Only

11. PHYSICAL DEMANDS:
The work requested does not involve undue physical demands.

12. POINT OF CONTACT: email at cedereka@usaid.gov.
II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

**Education:** University degree in Economics, Business Administration, Health Sciences or Sociology is required.

**Prior Work Experience:** One to three years progressive experience in program monitoring is required. Prior experience in the collection analysis and presentation of information is required.

**Language Proficiency:** Level IV (fluent) English Language proficiency, verbal and written is required.

**Job Knowledge:** A good knowledge of the concepts, principles and practices of HIV/AIDS-TB and familiarity with the US President’s Emergency Plan for AIDS Relief and good knowledge of Nigeria’s economic, social, cultural and political characteristics is required.

**Skills and Abilities:** Applicants must possess the ability to obtain, organize, analyze, evaluate and present information and draft clear and concise reports. Ability to work in a collaboratively environment with other support staff is required. Excellent skills in the operation of word processors, graphics, office information systems and database management are required. Strong numerical skills are required.

III. EVALUATION AND SELECTION FACTORS

Applications will be required to have the minimum qualifications expressed in Section II. Qualified applicants possessing skills above the minimum requirements will be assessed based on the following factors:

1. Education (10 points)
2. Work Experience (20 points)
3. Knowledge (30 points)
4. Language Proficiency (10 points)
5. Skills and abilities (30 points)

Per this scoring rubric, Work Experience, Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate. After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.
As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID’s discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: AbujaHRAID@state.gov

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174. Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

E-mails received without the appropriate subject line and incomplete applications will not be considered.

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, item 11.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form
VI. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**
   a. Health Insurance
   b. Annual Salary Increase (if applicable)
   c. Annual and Sick leave
   d. Annual Bonus

2. **ALLOWANCES (as applicable):**
   a. Transportation Allowance
   b. Meal Allowance
   c. Miscellaneous Allowance
   d. Housing Allowance

VII. **TAXES**

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee’s salary.

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

USAID regulations and policies governing CCN PSC awards are available at these sources:

3. **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 .