



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID-620-S-17-00016-00

ISSUANCE DATE: June 21, 2017

CLOSING DATE/TIME: July 7, 2017

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Quality Assurance Supervisor (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

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** AID-620-S-17-00016-00
2. **ISSUANCE DATE:** June 21, 2017
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 7, 2017
4. **POSITION TITLE:** Quality Assurance Supervisor
5. **MARKET VALUE:** ₦8,168,957.00 equivalent to **FSN-9**
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 quality assurance supervisor (QAS) provides a diverse range of specialized and routine support functions to the various offices in USAID/Nigeria and Implementing Partners (IP). Performs administrative and limited clerical services, monitors equipment used for the day to day operation of the USAID Guest House. Has oversight responsibility of the technical maintenance work carried out by the various maintenance contractors at the USAID Guest House, including but not limited to the generator and the building maintenance contractors. The QAS is responsible for materials handling, custodial services, and preparing appropriate receiving reports for the limited expendable and non-expendable supplies for the USAID office and Partners.

MAJOR DUTIES AND RESPONSIBILITIES:**General Service Operation****70%**

1. Responsible for overall planning, directing and controlling of USAID office quality assurance functions, particularly the broad range of services provided under the International Cooperative Administrative Support Services (ICASS).

2. In conjunction with the Facility Maintenance Office at the Embassy, the incumbent will ensure that scheduled and non-scheduled services provided by ICASS are of high quality and that all open work-orders are completed satisfactorily, and report deficiencies when they occur. Working together with the USAID requestor, he/she will oversee all general services requests with ICASS in order that Mission personnel may focus on achieving programmatic objectives rather than service delivery; such services therefore under the purview of the QAS will include but not limited to the replacement of appliances and furniture, carrying out electro-mechanical repairs, replacement and repairs of air-conditioning systems, working on plumbing related issues, etc. He/she will also liaise with the Post Occupational Health and Safety Officer on all POHSO related issues, particularly when working on Executive Office project. He/she would be required to draft Statement of Work for such projects.
3. Under the direction of the Deputy EXO, provide daily general work related guidance to contractor personnel. Will have oversight of services provided by contractor(s) to ensure that deliverables match requested services under existing contract.
4. Incumbent will have custodial responsibility and control inventory which entails verifying that the correct amounts and types of items were shipped, inspect the goods delivered to ensure their quality, and that they correspond with existing order, and ensure stock levels are maintained. Will maintain items record, document necessary information and utilize reports to project usage and plan against shortfalls. Will receive non-expendable and limited expendable supplies for USAID Nigeria operations and for those of Implementing Partners (IPs).

Other Administrative Duties

30%

1. Assists the S/EXO to prepare the annual operations budget.
2. Assists the Deputy EXO in performing the inventory of assets at the office, the Guest House, the Mission Director's residence and report to OMD.
3. Maintains stocks of spare parts needed to keep the Mission Director and Program vehicles operational both in Abuja and Maiduguri as appropriate. Will coordinate and expedite purchase of supplies and equipment as appropriate for the vehicles and for the Guest House. The incumbent will also follow-through with the Procurement section and relevant parties until supplies have been received.
4. Responsible for the management of the Mission's handheld radio Program. Will issue Office of Security (SEC) funded radios to USAID Mission personnel (Direct Hire, United States Personnel Services Contractors and designated Foreign Service Nationals). Will loan radios to USAID TDYers per post policy and retrieve same on their departure. Will provide SEC with annual update on the status of the radio program.
5. Will manage USAID Nigeria seating arrangements and keep chart updated.
6. Any other duty as may be assigned.

10. AREA OF CONSIDERATION: Nigerians Only

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Bachelor's Degree or its equivalent in Engineering (Electrical, Mechanical and Electrical-Electronics), Physics, Mathematics, Science Technology is required.

Prior Work Experience: Five years of progressively responsible hands on experience in Electrical and Mechanical Engineering or related Engineering field is necessary. Should have had at least one year experience establishing and maintaining custody of property; including the preparation of associated reports.

Language Proficiency: Level IV (fluent speaking, reading, and writing) in English language and knowledge of one local Nigerian language is required.

Job Knowledge: Good working knowledge of building/ground maintenance operations, including maintenance trade operational practices and procedures, including property management.

Skills and Abilities: Must be able to supervise and provide guidance for a sizeable number of multi-trade contractor work forces, ability to carry out troubleshooting and undertake remedial action on electrical and mechanical systems. Must be computer literate with experience in Excel, good familiarity with Microsoft Word and PowerPoint is also needed.

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:

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/sites/default/files/documents/1868/aidar_0.pdf .

2. 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> .

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> .