



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062024R10012

ISSUANCE DATE: April 29, 2024

CLOSING DATE/TIME: Open until filled

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Administrative Assistant (Rover) [2 Positions]

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), seeks offers from qualified persons to provide personal services under contract as described in this solicitation.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. We encourage all eligible applicants of any of the above-mentioned groups to apply.

Offers must be per **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 preparing and submitting the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Marva Butler
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062024R10012

2. **ISSUANCE DATE:** April 29, 2024

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until filled.

Applications will be reviewed every two weeks. Applicants are strongly encouraged to apply early. Once the position has been filled, the solicitation will be closed.

4. **POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov

5. **POSITION TITLE:** Administrative Assistant (Rover) [2 Positions]

6. **MARKET VALUE:** \$14,235 to \$22,065 equivalent to **FSN-06; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective April 21, 2024). Final compensation will be negotiated within the listed market value. Salary and allowances are denominated in US dollar and paid in Naira at the prevailing U.S. Embassy exchange rate. Continued US dollar denomination and payment of LE Staff compensation is subject to renewal and approval by the Secretary for Management via PID (public interest determination).

7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a June 2024.

8. **PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).

10. **SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The job holder serves as interim or roving Administrative Assistant to Mission Offices, as assigned. The Administrative Assistant is assigned to the Mission's Executive Office (EXO) and may report administratively to the Executive Officer for assignment. When serving on assignment as an Office Administrative Assistant, day-to-day supervision will be from the appropriate organization Chief. The Administrative Assistant will perform work in lieu of administrative personnel who are ill, on vacation, or otherwise absent for varying periods of time. The Administrative Assistant will provide time and attendance (T&A) back-up and support of the Office of assignment, or to EXO/HR, as required. The formal supervisor is the Administrative Management Assistant. The Administrative Assistant may perform other office functions appropriate for their training and grade level.

2. Statement of Duties to be Performed:

- a. As assigned, serves as Administrative Assistant (to an Office, Branch, or other Unit), with responsibility for providing the full range of administrative and clerical support to the organization staff. The Administrative Assistant receives phone calls, sends, and receives E-mails and faxes, and arranges meetings and appointments at the request of the assigned organization's staff with Mission, Host-Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation as needed; and takes minutes at meetings when requested. The Administrative Assistant maintains the organization Chief's appointments based on a good knowledge of commitments, and maintains their calendar, reminding the Chief and others of meetings and appointments. The Administrative Assistant takes messages in the absence of organization staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with other Mission administrative staff. **(20%)**
- b. The Administrative Assistant maintains correspondence control for the organization, establishes and maintains computerized tracking systems to track actions, providing reports, receiving, and screening mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters, distributing incoming official mail to personnel, and attaching pertinent background material, and searching files and records to assemble background information as requested. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures. **(20%)**
- c. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. **(20%)**
- d. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician in the Executive Office (EXO) and by USAID/Washington; and marks correspondence and other documents for filing, and files accordingly. The Administrative Assistant reviews all correspondence prepared for signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and

other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules. (20%)

- e. As required by workload, the Administrative Assistant may be assigned to the Front Office, or as a second assistant, supporting other office Administrative Assistants in the performance of their official duties. Provides back-up and support to EXO/HR in completing Time and Attendance, and travel and hotel arrangements for the Mission, in the absence of the official Timekeeper and/or Travel Arranger. (20%)

3. Supervisory Relationship: The Administrative Assistant is directly supervised by the Administrative Management Assistant. Assignments are made both orally and in writing. Work is reviewed in terms of conformance to policy and procedures, and results achieved.

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

- a. **Education:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.
- b. **Prior Work Experience:** A minimum of two years of administrative, secretarial, clerical experience with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- c. **Language Proficiency:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- d. **Job Knowledge:** The Administrative Assistant should be familiar, or able to quickly become familiar with Office/Division responsibilities and activities and possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an understanding of USG file management, mail handling, and correspondence formatting.
- e. **Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail.

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>.

Offerors that meet the minimum requirements, as outlined in this solicitation, will be evaluated, and ranked based on the following adjectival evaluation criteria and characteristics:

| EVALUATION CRITERIA / ADJECTIVE DEFINITION | |
|--|--|
| Exceptional | <ul style="list-style-type: none"> ● A comprehensive and thorough application of exceptional merit. ● Offeror meets and fully exceeds the Government expectations and presents a very low risk or no overall degree of risk of unsuccessful contract performance. ● Strengths significantly outweigh any weaknesses that may exist. |
| Very Good | <ul style="list-style-type: none"> ● An offeror demonstrating a strong grasp of the requirements of the position. ● Offeror meets position requirements and presents a low risk of unsuccessful contract performance. ● Strengths significantly outweigh any weaknesses that exist. |
| Satisfactory | <ul style="list-style-type: none"> ● An offeror demonstrating a reasonably sound application and a good grasp of the position requirements. ● Offeror meets position requirements and presents a moderate risk of unsuccessful contract performance. ● Strengths outweigh weaknesses. |
| Marginal | <ul style="list-style-type: none"> ● The offeror shows a limited understanding of the requirements. ● Offeror meets some or most of the position requirements but presents a significant risk of unsuccessful contract performance. ● Weaknesses equal or outweigh any strengths that exist. |
| Unsatisfactory | <ul style="list-style-type: none"> ● The offeror does not meet the position requirements. ● Presents an unacceptable degree of risk of unsuccessful contract performance. ● Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government's needs. ● Weaknesses and or deficiencies significantly outweigh any strengths that exist. |

The evaluation committee may conduct reference checks, including references from individuals specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Finalists will be invited for in-person interviews during the selection process. No response will be sent to unsuccessful offerors. USAID/Nigeria reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following:
 - a. **AID 309-2.** (Offeror Information for Personal Services Contracts with Individuals)
 - b. **Cover Letter/Letter of Interest**
 - c. **Current Resume**
 - d. **Copy of Degree Certificate**
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.

By submitting your offer materials, you certify that all the information on and attached to the offer is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

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 and submit the forms needed to obtain medical and security/facility access.

VI. BENEFITS AND ALLOWANCES

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

BENEFITS:

- a. Allowances
- b. Paid Leave (annual and sick leave)
- c. Health Insurance
- d. Annual Bonus

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes, consistent with Nigerian law.

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/sites/default/files/documents/1868/aidar_0.pdf
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 | Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: OE/2024/620-M/1130007/1210601/1150958/722410000 | 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.

6. FAR Provisions Incorporated by Reference

| | | |
|------------------|--|----------|
| 52.204-27 | PROHIBITION ON A BYTEDANCE COVERED APPLICATION | JUN 2023 |
|------------------|--|----------|