



**SOLICITATION NUMBER: 72062421R100009**

**ISSUANCE DATE:** March 17, 2021.

**CLOSING DATE/TIME:** March 30, 2021. 11:59 p.m. Yaoundé time

**SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Supervisory Administrative Management Specialist**

*(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,

Michael Sampson  Digitally signed by Michael Sampson  
Date: 2021.03.03 14:31:27 +0300'

Michael Sampson  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO: 72062421R100009**
- 2. ISSUANCE DATE: March 17, 2021.**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 30, 2021. 11:59 p.m Yaoundé time.**
- 4. POINT OF CONTACT: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)**
- 5. POSITION TITLE: Supervisory Administrative Management Specialist**
- 6. MARKET VALUE: CFA 19,638,089.00– CFA 34,366,649.00** equivalent to **FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Cameroon. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start about **July 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Yaoundé, Cameroon** with possible travel as stated in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Cameroon. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance.

## **11. STATEMENT OF DUTIES**

### *1. General Statement of Purpose of the Contract*

The Supervisory Executive Specialist position is established to perform the full extent of EXO duties permitted by USG regulations and USAID policies, to include management of Human Resources, Communications and Records, Information Technology, and fulfillment of General Services from the International Cooperative Administrative Service System (ICASS) and direct sources. The Supervisory EXO is responsible for planning and executing administrative management functions of the Executive Office, subject to signatory approval of the Development Counselor in Cameroon and the Supervisory Executive Officer in the West Africa (WA) Mission in Accra, Ghana.

The Supervisory Executive Specialist will ensure effective management of OE, ESF, and PEPFAR-funded Management and Staffing resources in Cameroon. The primary responsibility

is to supervise the Executive Office (EXO) and all EXO staff, advise the Office of Development Counselor (ODC) and senior management on all administrative management policies and procedures, represent USAID on interagency committees and administrative/management groups, serve as a technical mentor to the EXO staff, and assist and support the USAID/West Africa Regional Mission (USAID/WA) financial management office as needed.

The Supervisory Executive Specialist is directly responsible to oversee all EXO functions and support received from ICASS and USAID/WA, these include but are not limited to: USDH, FSN, and USPSC personnel management; property management (personal and real property); the International Cooperative Administrative Service System (ICASS); Communications (non-classified); records management; procurement; travel management; office systems and procedures; computer systems; financial management; USAID Implementing Partner (IP or Institutional Contractor) support; and, staff training. The Specialist is an important member of the Mission management team and his/her work, management skills, and interpersonal relationships will greatly affect EXO performance, and its support to USAID/Cameroon. In addition, the Specialist is expected to initiate projects affecting EXO performance, relationships with USAID/Cameroon programs and other customers, the US Embassy, USAID/WA, and IPs. With supervision by the Development Counselor, the Specialist is expected to initiate, plan, manage, and complete a full array of assignments and reports.

The Supervisory Executive Specialist ensures that the EXO operates to its maximum ability to meet the needs of the USAID/Cameroon. The Specialist maintains contacts at all levels within USAID and the Embassy, as well as with USAID/Washington and host country government officials.

## *2. Statement of Duties to be Performed*

As senior advisor and assistant to the Country Representative and the S/REXO, the Supervisory Executive Specialist participates in planning, directing, and administering the Executive Office for USAID/WA/Cameroon S/he assists the Country Representative (CR) and the S/EXO with the high volume of work in bilateral Mission and the Executive Office Sections, coordinates between Sections, and in coordination with other Mission Offices.

The Supervisory Executive Specialist monitors overall performance of the Executive Office and is charged with ensuring that Mission procedures comply with USAID regulations and United States Government (USG) statutory requirements. The Supervisory Executive Specialist is responsible for management of personnel directly supervised, including completing performance appraisals and making recommendations for personnel actions.

As required, s/he provides guidance and advice to EXO Sections and participates in the decision-making process in Office and Mission administrative management issues. As the alter ego to the S/EXO, the Supervisory Executive Specialist leads the Executive Office in Cameroon. The Supervisory Executive Specialist manages and ensures continued effective and smooth operation of the Executive Office in all areas, except signatory authority involving the commitment of USG funds.

Daily work responsibilities include:

## **A. Human Resources, Policy Planning, and Procurement Management - 60 %**

### **1. Human Resources Management:**

The Specialist supports the planning of personnel management operations for the Direct-Hire and Personnel Service Contract (PSC) employees; Collaborates with the CR, the S/EXO, and mission officials on staffing and workforce planning issues, and recommends actions to ensure maximum effective use of personnel; Manages the recruitment and selection of new personnel; Oversees the classification/reclassification of Missions' positions; Oversees the personnel contracting functions, executing contracting actions is delegated to a contracting officer (CO); Coordinates training and staffing development opportunities for the Mission, oversees the Mission Award program, and actively participates in the Mission Training committees; Counsels employees on a wide range of subjects including allowances, education, equal opportunities, career development, and onward assignments; Ensures personnel data in HR automated systems (i.e. Web.PASS.PS, OPS, Trackers) is accurate and kept up to date; Ensures timely response to data calls from Mission Management, AID/W and State Department; and Oversees Mission compliance with the new AEF (ePerformance) procedures, processes, and deadlines.

**2. Policy Planning and Communication; and Records Management:** The Specialist is responsible for the following: Conducts management analyses and studies as required to recommend or evaluate improvements in management operations; Assists in the planning and direction of a continuing nature to evaluate Mission organization, staffing, and services, in order to ensure maximum utilization of material and human resources; Analyzes requirements and makes administrative and technical recommendations to Mission management as requested; Develops and implements appropriate internal Mission management systems and policies; Drafts or clears Mission Orders, Management Notices, and correspondence from EXO on management policies, as needed or required; Serves on the Management Control Review Committee (MCRC) and the Federal Managers Financial Integrity Act committee (FMFIA), to ensure implementation of regulations. Supervises Mission record management program to ensure compliance with Agency policy.

**3. Procurement:** The Supervisory Executive Specialist ensures appropriate management controls are in place and utilized in all areas of procurement activities; approves requests for advance of funds through local petty cash as needed. The Specialist liaises and consults regularly with a wide variety of USAID/Washington offices, private-sector vendors, and contractors. S/he participates in the development of the annual procurement plan, in concert with the CR and the S/EXO or the D/EXO for submission to Mission management and inclusion in the annual Budget Request.

**4. Training Coordination:** The Supervisory Executive Specialist serves as the Training Coordinator for the Country Office: The Specialist is responsible for gathering the training plan from each section, presenting the plan to the Training Committee for approval, and then the Specialist processes all approved training including all changes.

## **B. Supervises all Administrative Services - 40%**

**5. Support to Institutional Contractors/Implementing Partners:** The incumbent provides: Administrative support, guidance, and clarification to Institutional Contractors (IC) in such areas as acquiring visas, business permits, expatriate quotas, resident permits for expatriates,

registration with the host government, VAT exemptions and other related tax issues, registration of official program vehicles, aviation/airport issues, motor vehicle licenses; program vehicle insurance, and Mission and host-government policies guiding these and other issues. The Specialist develops close working contacts with Government officials, especially with the officials handling issues affecting IC operations. The incumbent communicates with ICs on safety and security matters as requested.

**6. General Services:** The Specialist oversees the following GSO services: Ensuring efficient delivery of services by State/ICASS with respect to Motor Pool Operations (including the CR's Chauffeur(s)), Vehicle Maintenance and Records; Customs and Shipping; Maintenance and Repairs of the USAID office space; Property Management; and Management of the Custodial Staff at the USAID office space. Other significant duties include Occupational Safety and Space Management. The Specialist works with relevant Embassy personnel and GSO staff as needed to ensure that all systems for tracking mileage, fuel, and repair costs in the area of Motor pool Operations, Vehicle Maintenance, and Records are current, and that all required reports are completed and submitted in a timely manner. S/he approves and signs requests for customs clearance of official shipments eligible for importation under USAID and host-government regulations; Coordinates with the Facilities Maintenance Supervisor to resolve complaints about substandard Services under State/ICASS when needed; Ensures compliance with Occupational Safety and Health Standards; Oversees requests for additional or reconfigured office space, as needs dictate, providing various options to best meet requirements within available space; and reviews plans for office moves with the EXO and concerned clients to ensure manpower and materials are available at the time moves are scheduled.

**7. Property Management:** The incumbent oversees the property management function for non-expendable and expendable property, including office equipment and furniture inventories, as well as the residence for the Country Representative. S/he ensures that all official property procured by the Mission, non-expendable and expendable, is properly received and that required receiving reports are accurately completed; that all required actions are completed for the proper establishment and maintenance of inventory records; where applicable, supervises all disposal sales, from item selection, completion of disposal authorizations, conduct of the actual sale, and adjustment of property records to comply with Agency regulations; assists State/ICASS in conducting periodic inspections of facilities (USAID Office Space, CR's residence) to ensure proper procedures for security, fire prevention, safety, and cleanliness are in place and in compliance with Agency regulations; and, conducts spot checks on various records throughout the year to determine their validity and to ensure that all items are accounted for and that actual accounts match records. The incumbent also ensures that the Mission's safety and security equipment, IT equipment, and mobile devices are managed according to USG regulations.

**8. Maintenance:** The incumbent monitors USAID-assigned residential and office building maintenance, including the status of make-readies, routine and preventive maintenance, and maintenance of sufficient supplies, equipment, and records.

**9. Transportation and Travel:** The Supervisory Executive Specialist oversees the preparation and issuance of Travel Authorizations in E2 in accordance with policy and regulations, ensuring that all legal and regulatory requirements are met. S/he is responsible for providing guidance on travel regulations to Mission staff. S/he ensures follow up on all staff travels related issues with REXO and RFMO.

**C. Manages OE and Program Administrative Support Budget Preparation and Execution  
- 20%**

**10. Budgetary and Financial Planning:** The Specialist assists with the following budget-related functions: Develops OE support budgets and monitors obligations of OE and OE Supplemental funds, in coordination with the CR, the S/EXO and RFMO; Advises the Program Office on the Program Support Objective budget; Participates in ICASS negotiations with the U.S. Embassy, when designated; Reviews ICASS invoices to assure proper allocation of work load counts; Establishes good working relationships and maintains open communication with U.S. Embassy Management Sections, including applicable General Services, FMO, and Security staff, to ensure receipt of services procured under ICASS, and to resolve any outstanding issues. The Specialist is responsible for assisting the CR, the S/EXO and the Mission in critically evaluating ICASS services.

**3. Supervision Received:** Supervised by the Country Representative. The Specialist works with a high degree of independence. Assignments are made orally and in writing. The CR and the S/EXO, in consultation with the incumbent, sets priorities and deadlines in terms of policy, priority, results to be achieved, and basic approaches. The SPECIALIST reviews completed written work, and provide clearance on external correspondence, as directed. The CR and the S/EXO provides guidance on major decisions regarding Executive Office and Mission activities, taking into account the incumbent's recommendations.

**4. Supervision Exercised:** Direct supervision of all EXO staff in USAID/Cameroon. Provides counsel, advice and instructions to all EXO staff members as well as daily supervision. Provides guidance and indirect supervision to outside contractors on special administrative projects as requested for travel, construction, maintenance, security, and other administrative matters.

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

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

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** Minimum of Bachelor's degree, or the local equivalent, in business administration, financial management, or a field related to administrative management is required
- b. Prior Work Experience:** Minimum of five years of progressively responsible professional administrative experience, developing and implementing management procedures, contracting, procurement, involving human resources or any combination thereof is required. Experience in at least three of the following areas: Personnel Administration, General Services, Motor Pool Management, Property Management, and Procurement is required.
- c. Language Proficiency:** Fluency in English and French is required. **Language proficiency may be tested.**

### 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 evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

#### **Work experience (30 points):**

Minimum of five years of progressively responsible professional administrative experience, developing and implementing management procedures, contracting, procurement, involving human resources or any combination thereof is required. Experience in at least three of the following areas: Personnel Administration, General Services, Motor Pool Management, Property Management, and Procurement is required.

#### **Job Knowledge (30 points):**

The Specialist must have an in-depth knowledge of a highly technical body of government laws, regulations, instructions, procedures, policies, and practices relevant to at least any three of these areas: administrative management, human resources management, budget and fiscal administration, travel, building management, property management, procurement and contracting, Correspondence and Records Management, Must have knowledge of other administrative procedures, regulations, and requirements sufficient to provide administrative and technical supervision of Executive Office personnel.

#### **Skills and Abilities (30 points):**

Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required. Ability to be proactively managing tasks and work accurately and efficiently with minimal supervision is essential. The Specialist should also have good leadership and managerial skills, and a personality that inspires confidence in CCN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, to plan and assess issues/problems and develop realistic solutions; ability to train subordinate personnel, and to tactfully and efficiently work with American officers and CCN, USPSC, TCN and other personnel so that the Executive Office provides the best administrative support and customer services possible to the Mission; ability to create and maintain a good working climate, in order to ensure maximum productivity in a service-oriented manner; ability to negotiate effectively with Embassy and ICASS

administrative personnel, and host-country government and business officials on USAID operations and resources.

**Communication Proficiency (10 points):**

Ability to exude clear oral communication skills capable of connecting with a variety of internal and external audiences. Excellent interpersonal skills and flexibility in working various schedules to meet deadlines and assignments from a variety of professionals across the region is also required. Must be able to draft, edit and revise well written English communication narratives for multiple public platforms tailored to a variety of internal and external audiences.

**Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer from AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>.
2. Offeror must also submit a signed cover letter and a resume.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.



6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov).
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC 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 Salary Advance (0% interest)
  - e. Social Security Contributions
  - f. Local and American Holidays
  - g. Social Security Contribution
2. ALLOWANCES (as applicable):
  - a. Meal Allowance
  - b. Miscellaneous Allowance
  - c.

## **VII. TAXES**

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

In accordance with Mission policy and local labor laws.

## **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](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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: 631M20OE21	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>

END OF SOLICITATION