



# USAID | UZBEKISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 05/2021  
**ISSUANCE DATE:** February 10, 2021  
**CLOSING DATE/TIME:** March 2, 2021

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)  
Mission Director Chauffeur, FSN-4, USAID/Uzbekistan, Tashkent

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.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

**Michael Teske**  
**USAID/ Central Asia Contracting Officer**

ATTACHMENT TO SOLICITATION NO. 05/2021

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 05/2021
2. **ISSUANCE DATE:** February 10, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 2, 2021 (6 p.m. Tashkent Time)
4. **POSITION TITLE:** Mission Director Chauffeur, FSN-4
5. **MARKET VALUE:** \$ 12,162 - \$16,262 gross per annum equivalent to FSN-4 (incl. allowances)  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uzbekistan.  
Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
7. **PLACE OF PERFORMANCE:** USAID/Uzbekistan, Tashkent
8. **SECURITY LEVEL REQUIRED:** FSN SBU
9. **STATEMENT OF DUTIES:**

**BASIC FUNCTION OF POSITION:**

As a member of the Director's Office/Front Office, ensures performance of duties reflect well in Director's Office and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID/Uzbekistan. Assigned as Chauffeur to the Mission Director and Deputy Mission Director, the incumbent is responsible for driving Mission vehicles to transport the Mission Director to and from work, and to a wide variety of official and unofficial meetings, functions, and/or events. The Chauffeur also picks up and delivers invitations, papers, diplomatic notes, and other items/materials for and on behalf of the Mission Director. May also be assigned driving responsibilities for visiting VIPs and those in the Mission.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Driving and maintenance:** **80 %**

Keeps vehicle clean (inside and out), as weather permits and in serviceable condition. Performs minor preventative maintenance. Assigned cell phone to enable incumbent to be in immediate contact with the Mission Director and others in the Mission. Follows security measures in using alternate routes and, at all times, is in compliance with local driving laws and U.S. Embassy guidelines. Serves as special messenger in delivering documents and invitations or in carrying out various other important errands for the official to whom assigned within established deadlines. If delays are encountered informs supervisor and Mission Director's Secretary of problem indicating when the assignment will be completed. Also serves as "pool chauffeur" when not required for duty with the Mission Director. Maintains daily vehicle log, noting each segment of driving; if client wishes to deviate from known itinerary, driver will advise Mission Director's Secretary via phone and proceed accordingly. Daily checks fluid levels, crank-case, windshield washer, power steering and brakes, battery and radiator levels to ensure proper levels are maintained. Fuel tank will be filled whenever the capacity drops below one half.

The incumbent will track vehicle maintenance that is performed on the vehicle, will maintain inspection logs and checklists. S/he will maintain daily vehicle logs in a complete and thorough manner, documenting each trip taking, and obtain verification of the trip from the passenger, as applicable. The incumbent will track and maintain the readiness of medical equipment and supplies maintained in the vehicle. S/he may be asked to deliver VIP passengers to sightseeing

locations. Keeps current on points of interest in Tashkent and surrounding areas so that visitors can be properly informed during excursions.

When not engaged in work directly for the Mission Director, the incumbent participates in transporting American and local Mission employees and official visitors in the conduct of official business; transporting expendable and non-expendable supplies, equipment, and furnishings as needed on special occasions. The incumbent will also be required to deliver documents and invitations within established deadlines.

**Administrative duties:**

**20 %**

The incumbent files all documentation related to usage and maintenance of the vehicle, including travel verification logs, maintenance logs, inspection sheets, etc. The incumbent will ensure all paperwork is complete, well-organized and accurate. S/he is responsible for the timely submission of these English language documents, and provides additional detailed written information, when requested. The incumbent might also provide basic administrative tasks such as answering the phone, arranging Motor Pool transportation, updating contact lists, submitting maintenance/service requests, making copies, and requesting non-expendable supplies.

**Supervision Received:** Work is performed under the general direction of the Mission Director/Mission Director's Secretary.

**Supervision Exercised:** None.

**10. AREA OF CONSIDERATION:** All HOST COUNTRY NATIONALS

**11. PHYSICAL DEMANDS:** May be requested to lift the heavy bags or boxes at the airport, help to load/unload trucks.

**12. POINT OF CONTACT:** USAID/Central Asia Human Resources Office, e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

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

**a. Education:** Completion of secondary school.

**b. Prior Work Experience:** Minimum three years of accident-free chauffeur experience is required. At least one year of driving experience should have been with the U.S. Government or an International Organization.

**c. Language Proficiency:** Level II English and Level III Russian are required and Level III Uzbek is required so that requests can be understood as well as being able to communicate clearly to clients concerning vehicle arrangements.

**d. Job Knowledge:** Basic knowledge of protocol as it applies to driving duties. Basic computer literacy is required as knowledge of word-processing and other computer programs (MS Word, Excel, email usage). Must be knowledgeable of local traffic laws, city streets and traffic patterns, locations of major buildings, organizations, diplomatic missions, and government offices, shortest and safest routes to destinations and basic vehicle maintenance procedures. Knowledge of main routes within Tashkent and Uzbekistan and ability to read road maps in order to find safe and expeditious alternate routes.

**e. Skills and Abilities:** Must have local driver's license appropriate to vehicles operated including truck (Categories B, C). Ability to deliver passengers/ materials expeditiously and

safely. Ability to exercise tact and diplomacy in carrying out responsibilities. May be requested to lift the heavy bags or boxes at the airport, help to load/unload trucks.

### **III. EVALUATION AND SELECTION FACTORS**

Applicants will be evaluated against the following criteria:

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Job Knowledge (15 points)
4. Language Proficiency (25 points)
5. Skills and Abilities (30 points)

### **IV. PRESENTING AN OFFER**

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Tuesday, March 2, 2021** via e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. 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.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

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 necessary forms.

### **VI. BENEFITS/ALLOWANCES**

According to Local Compensation Plan.

### **VII. TAXES**

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

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

USAID regulations and policies governing **CCN/TCN 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](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> .
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> .