



USAID | UZBEKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 01/2023
ISSUANCE DATE: January 9, 2023
CLOSING DATE/TIME: January 23, 2023

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Translator/Program Assistant (FO) FSN-08, 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 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
Supervisory Regional Executive Officer, CA

ATTACHMENT TO SOLICITATION NO. 01/2023

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 01_2023
2. **ISSUANCE DATE:** January 9, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 23, 2023 (6 p.m. Tashkent time)
4. **POSITION TITLE:** Translator/Program Assistant (Front Office), FSN-08
5. **MARKET VALUE:** starting from \$23,802 gross per annum equivalent to FSN-08/1
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. **ELIGIBLE OFFERORS:** All HOST COUNTRY NATIONALS
9. **SECURITY LEVEL REQUIRED:** FSN SBU
10. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The Translator/Program Assistant for Development Outreach and Communications Office provides written translation and oral interpretation for Mission personnel from English into Uzbek or Russian, or Uzbek or Russian into English. While the position is in the Development Outreach Communications (DOC) team of the Mission, the incumbent is expected to provide translation and oral interpretation services to the Mission Front Office and all technical and support offices. S/he will be familiar with technical and specialized terminology, as well as with certain terms that may be unique to the U.S. Government or international organizations. S/he will interpret written and spoken material while ensuring that meaning and context are maintained.

The incumbent is also responsible for assisting the DOC team of the Mission with local media outreach, as well as coordination of USAID- and partner-hosted events. Additionally, s/he will support general communications tasks, such as developing, drafting, and translating public information and disseminating it to interested audiences, managing the Uzbekistan presence on the global USAID website, and supporting preparations for visiting delegations.

The Translator/Program Assistant is required to produce, using word processing programs including Microsoft Office and Google G Suite, finished and/or edited materials ready for submission to end users or for further distribution.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Written and Oral Translation

60%

- Provides timely and accurate written translations, as requested by Mission personnel, in day-to-day communication with Government of Uzbekistan (GoU), civil society and private sector counterparts, and other partners and beneficiaries. Provides Uzbek/Russian – English translation of documents, such as reports, studies, and activity documents and English – Uzbek/Russian translations of key documentations that is prepared by the Mission.
- Provides oral interpretation services to USAID staff during meetings with GoU, engagements with media, civil society and private sector counterparts, and other partners and beneficiaries.
- Reviews written translation materials to ensure accuracy and preservation of original meaning of source material
- Consults with technical offices and subject matter experts to understand specialized concepts and translate them appropriately
- In a timely manner, provides condense written translation versions of documents, as requested by Mission staff and approved by Supervisor.

B. Communication Tasks

40%

- Assist the DOC team in communications priorities, including liaising with local media, managing events, and supporting external Mission communications. This may include assisting with:
 - organizing interviews or media appearances for Mission staff.
 - writing and/or translating press releases and arranging background media briefings.
 - monitoring local Uzbek, Russian and English press coverage of USAID and social media to evaluate the effectiveness of USAID's media outreach.
 - facilitating contact between members of the media and USAID partners and track partner press engagement.
 - planning and executing public events (signing ceremonies, inaugurations, ribbon-cuttings, completion of projects).
 - coordinating with partners on their events and ensure that they have access to USAID materials or messaging.
 - handling site selection and logistical issues.
 - disseminating outreach materials to a range of audiences, including government, civil society, private sector, media, and other local stakeholders; and
 - maintaining communications-related content on internal and external websites and social media.

Supervision Received: Employee will be supervised by the Senior DOC Specialist. In the absence of Senior DOC Specialist, the employee will be supervised by Program Officer, or her/his designee.

Supervision Exercised: This is not a supervisory position.

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

12. POINT OF CONTACT: USAID/Uzbekistan Human Resources Office, e-mail: TashkentHR@usaid.gov (with autoreply).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Bachelor's degree in English Language, linguistics, translation/interpretation, journalism, social studies, or related field is required.

b. Prior Work Experience: Minimum of three years of written translation and providing oral interpretation from Uzbek and Russian into English, and from English to Uzbek and Russian is required. Of this, minimum of two years' experience working as a full-time translator/interpreter and/or communications professional in international organization.

c. Language Proficiency: Level IV (FLUENT) English is required. Level V (Professional/Translator) Uzbek and Russian is required.

d. Job Knowledge: Ability to perform basic and more in-depth research and analysis using electronic and printed resources in a variety of technical subject areas to become familiar with the terminology relevant in each of the subject areas, where translation and interpretation is required.

e. Skills and Abilities: Should be a fully proficient user of MS Word, Power Point and Excel, including ability to format text, create and edit charts/graphs. Should be able to utilize Internet search engines (Google etc.) to obtain factual, background and other material as may be required for translation and interpretation. Should be willing to learn how to use simultaneous interpretation equipment available at the Mission. Should be tactful and discreet in dealing with employees and external contacts and maintain confidentiality of any privileged information and/or communications.

III. EVALUATION AND SELECTION FACTORS

For those applicants who meet the minimum qualifications for consideration, the Selection Factors below will be the basis for their overall evaluation and ranking. Applicants will be scored based on the documentation provided with the application, as well as on the responses provided during an interview.

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

The best-qualified among those applicants who meet the minimum qualifications for consideration will be short-listed and invited to take Language proficiency tests. Only applicants who pass the Language proficiency tests will be considered for and potentially invited for an interview.

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 the duties and responsibilities of the position and selection factors as detailed above, with specific and comprehensive information as well any documentation supporting the application; as well as names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Monday, January 23, 2023**, via e-mail: TashkentHR@usaid.gov;

Only short-listed candidates will be contacted.

USAID/Uzbekistan reserves the right to obtain relevant information from previous employers 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**. No late submissions will be accepted.
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

Benefits are provided according to the 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.
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> .