SOLICITATION NUMBER: **04/2023**
ISSUANCE DATE: June 23, 2023
CLOSING DATE/TIME: July 10, 2023

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) **– Program Management Assistant (Democracy & Governance)**, FSN-09, 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 Digitally signed by Michael Teske
Date: 2023.06.23 11:54:23 +06'00'

Michael Teske
Supervisory Regional Executive Officer
USAID/CA

ATTACHMENT TO SOLICITATION NO. 04/2023

I. GENERAL INFORMATION

1. SOLICITATION NO.: 04_2023
2. ISSUANCE DATE: June 23, 2023
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 10, 2023 (6 p.m. Tashkent time)
4. POSITION TITLE: Program Management Assistant (Democracy and Governance), FSN-09
5. MARKET VALUE: $27,759 gross per annum equivalent to FSN-09/1
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uzbekistan.
Final compensation will be negotiated within the listed market value of the FSN-09 grade.
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:

A fully functioning bilateral USAID Mission since 2022, USAID/Uzbekistan supports the government and people of Uzbekistan to implement wide-ranging reforms in the areas of health, education, economic growth, environment and democracy and governance. The position is in the Office of Democracy and Governance (DGO) which is responsible for achievement of USAID bilateral programming in the areas of legal reform, rule of law, human rights, gender equality, good governance and civil society and media development. The office also oversees USAID regional Central Asia programs active in Uzbekistan, including countering human trafficking, countering violent extremism and conflict mitigation. DGO actively coordinates with other USG agencies, other donors and development partners and the Government of Uzbekistan.

The Project Management Assistant (PMA) functions under the supervision of the Democracy and Governance Office Director or her/his designee. The incumbent's primary role is to provide management and administrative support for the DGO portfolio, coordinate and support external DGO engagement with implementing partners, other donors and the Government of Uzbekistan and serve as an Activity Manager for both regional and bilateral programs. The incumbent will work closely with other USAID offices, including the Program Office, Acquisition and Assistance Office, Financial Management Office, among others.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Program Management and Oversight (70%)

The PMA is a core member of the DGO program management team, ensuring that DGO bilateral and regional programs are on track to achieve their intended objectives. Specific duties include:

- As an activity manager for DGO programs, conducts administrative and programmatic oversight of activities, including planning of activities, monitoring programs through field visits, reviewing program budgets, plans and reports and monitoring compliance with USAID requirements such as branding/marking, environmental compliance and equipment disposition.
- Prepares documents for program planning, implementation, and management, such as memoranda, action memos, justifications, implementation letters, pipeline analyses and funding requests. S/he prepares and tracks pre-obligation checklists, activity checklists, and other documentation required prior to obligation.
- Collects and consolidates data from quarterly/semi-annual/annual reports of DGO activities; tracks data against objective-level indicators; and performs data quality assessments (DQAs). Prepares documentation and presentations, such as the Performance Indicator Reference Sheets (PIRS). The incumbent also compiles data for the preparation of the annual Performance Plan and Report (PPR), the Operation Plan and ad hoc reports and taskings.

- Prepares ad hoc reports and gathers information on emerging developments affecting democracy and governance programming, such as NGO registration or new legislation.
- Working Closely with the Program Office, coordinates with DGO implementing partners, drafts documents, and provides logistical support for DGO evaluations and assessments.
- Collects, drafts, edits, and consolidates DGO contributions for USAID communication products such as biweekly reports, press releases, Briefing Checklists (BCLs), success stories, social media posts and presentations.
- Organizes and supports site visits to DGO projects for senior USAID officials, the Ambassador, and visiting delegations among others.
- Serves as an alternate Agreement/Contracting Officer's Representative (AOR/COR) for bilateral democracy, governance and rule of law programs.
- Serves as the Global Acquisition and Assistance System (GLAAS) requester for DGO programs. Works with COR/AORs to prepare documentation and submits and tracks requests in the GLAAS system.
- In consultation with A/CORs, FMO and AAO, s/he is DGO's lead on close-outs and open commitments, including ensuring that expired awards are closed, and de-obligations and de-commitments carried out in a timely manner to release residual funds for re-programming.

2. External Partner Coordination (20%)

The PMA plays a critical role in managing DGO's engagement and coordination with external partners, especially implementing partners and the Government of Uzbekistan. Specific duties include:

- Maintains contact lists and provides administrative and logistics support for implementing partner meetings. Drafts and sends communication to implementing partners on behalf of DGO.
- Maintains contact lists and provides administrative and logistical support for DGOs coordination with the Government of Uzbekistan, including the Ministry of Justice among others. Drafts routine correspondence and meeting notes.
- Serves as the administrative POC for a Government of Uzbekistan-donor Rule of Law and Governance Working Group. Schedules meetings, maintains a list of focal points, monitors work plans and prepares meeting notes.
- Shares information on USAID programs and represents USAID at donor coordination meetings related to democracy, governance and rule of law.
- Represents DGO at seminars, workshops, and meetings and reports out to the team on these activities.

3. Administration (10%)

The PMA supports the smooth functioning of the DG Office and its ability to respond to requests from internal and external stakeholders. Main duties include:

- Develops and maintains DG trackers, documents and briefers for information sharing, responding to routine and special requests for information. S/he ensures that all the documentation described above is saved in a google drive so that is easily accessible to all of DGO.
- Provides back up support to the Administrative Assistant for the DGO Office. To this end, s/he will be required to carry out administrative tasks such as travel-related support, conference room booking, Visitor Access Requests, drafting and processing diplomatic notes, and document tracking when the Administrative Assistant is not available.

Supervision Received: The incumbent reports to and receives direct supervision from the DGO Director or his/her 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** .

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: At least two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university in public administration, governance, social sciences, international relations, business, or a related field is required.

b. Prior Work Experience: Minimum of five years professional experience in a business, government, or international development organization demonstrating increasing responsibility. At least two years' work experience on democracy, governance, or rule of law programs.

c. Language Proficiency: Level IV (Fluent) knowledge of English and Russian and Level II (Limited Knowledge) of Uzbek Languages is required. Demonstrated strong English writing skills are essential.

d. Job Knowledge: General knowledge of development assistance principles and international best practices for democracy, rights, and governance programming. General knowledge of program implementation, monitoring and evaluation, budgeting, and reporting.

e. Skills and Abilities: Advanced competency in using the Google suite is required. Excellent interpersonal skills and personal maturity is critical. The incumbent must be able to relate well to a variety of professionals and work with others in a collegial and effective manner. Assigned duties demand innovative thinking, good judgment, organization, and personal initiative. Communication skills, both written and oral, must be strong. The ability to work with minimal supervision in a fast-paced environment.

f. Exercise of Judgment: Requires good judgment when representing USAID to outsiders and while working with outsiders to collect information, sometimes in difficult and sensitive areas and/or with individuals who have not previously dealt with international organizations. As the incumbent is expected to work with a moderate degree of independence, s/he must be able to establish priorities, adhere to established deadlines and perform responsibilities with minimum to moderate guidance.

III. EVALUATION AND SELECTION FACTORS

For those applicants who meet the minimum required qualifications for position, 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 and/or testing.

1. Education
2. Prior Work Experience
3. Job Knowledge
4. Skills and Abilities
5. Language proficiency

The best-qualified among those applicants who meet the minimum qualifications for consideration will be short-listed and may be invited to take Language proficiency and knowledge and skills assessment tests. Only applicants who pass these 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 as documentation supporting the application (diplomas, certificates, etc.); as well as names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Monday, July 10, 2023,** via e-mail to: **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 .