SOLICITATION NUMBER: 20/2019  
ISSUANCE DATE: 11/04/2019  
CLOSING DATE/TIME: 11/25/2019

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Procurement and ICASS Specialist, FSN-9, USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

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,

[Signature]

James Berscheit  
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 20/2019
2. ISSUANCE DATE: 11/04/2019
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 11/25/2019 (6 p.m. Almaty Time)
4. POSITION TITLE: Procurement and ICASS Specialist
5. MARKET VALUE: $ 22,930 - $ 29,549 per annum in KZT equivalent to FSN-9
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/CA/Kazakhstan.
   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/Central Asia (USAID/CA), Almaty, Kazakhstan
8. SECURITY LEVEL REQUIRED: FSN SBU
9. STATEMENT OF DUTIES:

   BASIC FUNCTION OF POSITION:

This position is located in the Executive Office (EXO) of USAID/Central Asia in Almaty, Kazakhstan. The Mission is responsible for the development; implementation and oversight of USAID funded programs operating in Kazakhstan, Uzbekistan, Tajikistan and Turkmenistan and provide all administrative and financial management support to the Regional USAID/Central Asia Mission and USAID/Kyrgyz Republic (seven locations in five countries). The range of services provided includes procurement, personnel, communication and records, travel, and financial management (accounting and voucher examining).

The incumbent serves as the Procurement and ICASS (International Cooperative Administrative Support Services) Specialist in the Executive Office under the direction of the USAID Supervisory Executive Officer. S/he is responsible for the major part of Mission procurement of services and supplies (office furniture, office supplies) and equipment (office machines) for USAID/CA and USAID/KR. These transactions include purchase orders via contract, credit card, or delivery order in order to facilitate development assistance programs and the goals of USAID/CA and USAID/KR.

The incumbent is also responsible for services procured from the ICASS service providers. The incumbent monitors service level agreements and expenditures at the five embassies in the region. S/he prepares and maintains all Mission reports and documentation related to ICASS support in Almaty and ICASS operations throughout Central Asia.

   MAJOR DUTIES AND RESPONSIBILITIES:

A. Procurement Support  75 %

Procurement Planning (10%)

- Plan and organize work to ensure the timely procurement of needed services and goods and a smooth fiscal year-end closing.
- Participate in the development of the OE and PRO procurement plan by assessing the needs of Mission offices and reviewing the USAID inventory.

Procurement of Goods and Services (35%)

- Identify procurement sources and, as required, draft requests for quotations/proposals (RFQ/RFP) and invitations for bids (IFB); send finalized RFQs and IFBs to potential
suppliers; receive offer/bids, and in collaboration with the appropriate technical resource person or supervisor predetermine negotiation objectives, conducts discussion with contractors and selects a supplier.

- Perform site visits to vendors to determine availability of supplies and materials and vendors' ability to perform and submit recommendations to the S/EXO accordingly.
- Interview and negotiate quality and price with suppliers in order to obtain the best value for the US Government. Write the negotiation memorandum for the Executive Officer/Contracting Officer's approval.
- Prepare purchase orders using GLAAS software and if required other contracting instruments for a variety of goods and services including office and household furniture and appliances, commodities, computers and computer parts, office supplies, vehicle repair and maintenance and repairs of other office equipment. In so doing insure that USG and Agency requirements for competition, selection and documentation are respected.
- Report in FPDS-NG all purchases above the micro-purchase threshold.
- Receive orders, check for complete or partial receiving, for conformity with what has been ordered and put them at the requesting office's disposal. Prepare the receiving report for the requesting office's approval.
- Review completed official contract file to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved, that all documents are signed and that there are no litigation actions pending, that the contract is complete in every respect and ready to be closed.
- Follow-up on orders from the date of order to the delivery of items and provide status to customers.
- Prepare and assure the maintenance and accuracy of a procurement status report and determine at the end of FY the number of completed and non-completed actions as well as the total amount spent in both OE and Program funds.

Communication & dissemination (15%)
- Maintain effective and regular communication with all Mission stakeholders regarding funding, receiving and implementing of procurement requests.
- Maintain effective and regular communication with local service providers and vendors to get quality, cost-effective and timely goods and services and to ensure they understand the exact requirements of the goods/services requested.
- Liaise regularly with GSO shipping department and receiving unit to ensure goods and services are received in a professional manner and in accordance with concerned Purchase Orders.
- Maintain effective communication with requesting offices to make sure the requested products/services are clearly mentioned in the requesting document and proper EOCC, product service, and NAICS codes are used while submitting requisitions in GLAAS.
- Communicate with procurement experts in Washington and in other missions to get new ideas and exchange best practices to improve quality of service.
- Establish effective and regular communication with the State Procurement department to confer and coordinate while purchasing equipment and consumables.

Procurement Information System Maintenance (15%)
- Maintain and update a list of local and offshore suppliers.
- Register and report all purchase transactions, contracts and modifications, purchase orders, and deliveries.
- Check the bills and invoices submitted by contractors to ensure that all terms and conditions are in conformance with payment.
- Monitor the timely preparation of payment vouchers and follow-up with the Financial Management Office to ensure suppliers receive payments on time.
- Provide support and guidance as needed for Mission events, selected USAID staff retreats and conferences in coordination with the requesting offices.
- Prepare quarterly 1311 and Accruals report in coordination with OFM.
• De-obligate unused funds by creating REQM and modification of POs in GLAAS.
• Help requesters to de-commit unused funds from concerned REQs in GLAAS.
• Review and process completed files for close-out.
• Work closely with GSO to ensure Receiving and Inspection Report (RIR) are issued accurately and in a timely fashion.
• Keep track of ongoing service-related POs in order to renew or terminate them in a timely manner.
• Inform concerned departments regarding the recurring/ongoing services in order to provide support services.
• Conduct formal and informal training to keep requesters updated with GLAAS to enable them to submit requisitions properly in GLAAS to avoid duplicate work and confusion.

B. ICASS Support 25%

• Reviews the ICASS Standards of Services, subscriptions, budgets and invoices for the five countries of the supported by the Mission (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan).
• Responsible for gathering information on workload counts from each post’s service provider as of May 1 and ensures that they are correct.
• Ensures timely receipt and reviews accuracy of the six required ICASS reports twice a year for Target (Initial) and Mid-Year (Final) Budgets from all five countries’ Embassies:
  a. Budget Summary
  b. Budget Summary by Cost Center and Agency by Post
  c. Invoice Detail by Agency
  d. Invoice Detail by Cost Center
  e. Budget Summary by Cost Center
  f. Summary of Cost Center Data entry by Percentage
• Performs analysis of changes in ICASS invoices and ad hoc proposals for all five countries of the Mission. Based on analysis, drafts memorandum for EXO clearance and Country Officers’ signatures.
• Coordinates with the Financial Management Office to identify and research potential issues with the ICASS invoices.
• Provides copies of the approved and signed workload counts due July 1 and Initial and Final invoices to the posts’ Financial Management Office and Service Provider (US Embassies).
• Maintains and updates ICASS folders for each country post. Keeps all related ICASS correspondence, invoices, tables in the appropriate folder.
• Serves as the main Point of Contact (POC) for all communications between the Embassies in USAID/CA serviced countries.
• Responds and coordinates responses to all queries from Service Providers, Country Offices, and Mission on ICASS issues.
• Periodically travels to USAID/CAR serviced countries to liaise with Embassy ICASS staff and train USAID staff on ICASS matters.
• Participates as a key USAID representative to the ICASS Post Working Group and the ICASS Budget Committee meetings.

Supervision Received: The Supervisory Executive Officer and Executive Officers provide assignments in terms of general guidance regarding policies, objectives, priorities, and suggestions on timeframe and approach to completing assigned responsibilities. Most assignments occur from the normal flow of office functions. Operations and results are reviewed for adequacy, the degree to which desired outcomes are achieved, and through review of written work products.
Supervision Exercised: Provides guidance to administrative staff in four country offices and USAID/Kyrgyz Republic on all actions related to receiving and eligibility for services, reporting and ICASS invoices throughout the annual cycle as appropriate.

10. AREA OF CONSIDERATION: All HOST COUNTRY NATIONALS

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

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: At least two years of full-time post-secondary study at a college or university in Business/Public Administration, Financial Management or a related field.

b. Prior Work Experience: Minimum five years of progressively responsible administrative and/or financial management experience or procurement.

c. Language Proficiency: Level IV (fluent) English and Russian (written and spoken)

d. Knowledge: General knowledge of host countries (CA and Kyrgyzstan) specifics affecting the range of administrative support operations and services. Comprehensive working knowledge of computer software (Windows 10, MS Word/Excel, internet search tools, e-mail instruments, spreadsheets, etc.). General knowledge and understanding of accounting and/or budget formulation principles. Good knowledge of correspondence format and reporting procedures.

e. Skills and Abilities: Excellent planning and negotiation skills. Excellent organization and time management skills are essential to successful performance in this position. The incumbent will frequently have many tasks to accomplish within a strict timeline; consequently, the ability to work under pressure is an important aspect of this position. The incumbent will have the ability to independently prioritize work assignments seeking supervisor's assistance when there are high priorities competing demands. In negotiating with vendors, the Procurement and ICASS Specialist may sometimes need to be assertive yet shall be expected to be tactful and respectful of others in every instance. Must possess skills for working with minimal supervision. Must be adept at providing sound acquisition policy advice and establishing and maintaining effective working relations with management levels of the employing agency staff at all levels. Must have excellent communication and interpersonal skills, ability to present information in clear and concise manner, such as the ability to explain procurement procedures to staff and ICASS invoices to EXO and the Front Office. Must have strong math and accounting skills and be a skilled user of office automation software like Microsoft Word, Excel, and PowerPoint. Must be highly organized, able to effectively work in a team environment and under pressure. Must have excellent interpersonal and communications (written, oral and telephone) skills.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:
1. Education (10 points)
2. Prior Work Experience (20 points)
3. Knowledge, Skills and Abilities:
   - Knowledge (20 points)
   - Language Proficiency (25 points)
   - Skills and Abilities (25 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 Monday, November 25, 2019 via e-mail: CentralAsiaJobs@usaid.gov and/or almatyhr@usaid.gov or mail to the Executive Office/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan (tel.: 7-727-2507612/17, ext. 6353).

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:


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 .