



# USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 29/2020  
**ISSUANCE DATE:** 12/15/2020  
**CLOSING DATE/TIME:** 12/31/2020

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Project Management Assistant/Administrative Assistant, FSN-8, USAID/Central Asia (USAID/CA), Nur-Sultan, 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,

**Michael Teske**  
**Contracting Officer**

ATTACHMENT TO SOLICITATION NO. 26/2020

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 29/2020
2. **ISSUANCE DATE:** 12/15/2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 12/31/2020 (6 p.m. Almaty Time)
4. **POSITION TITLE:** Project Management Assistant/Administrative Assistant
5. **MARKET VALUE:** \$ 20,425 - \$ 26,307 gross per annum in KZT equivalent to FSN-8 (incl. allowances and annual bonus)  
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), Nur-Sultan, Kazakhstan
8. **SECURITY LEVEL REQUIRED:** FSN SBU
9. **STATEMENT OF DUTIES:**

**BASIC FUNCTION OF POSITION:**

The USAID office in Nur-Sultan (hereafter “the Office”) is responsible for establishing and maintaining relationships with the GOK, other offices and agencies within the U.S. Embassy, international donors, NGOs, USAID implementing partners, and private sector organizations based in Nur-Sultan. Given its proximity to these Nur-Sultan-based institutions, the Office plays a critical role in informing and guiding the implementation of USAID programming in Kazakhstan. The Office maintains regular communication with USAID/Central Asia to identify opportunities and resolve challenges related to USAID regional and bilateral programming, and to work collaboratively towards the completion of interagency tasks.

In coordination with relevant USAID/Central Asia offices, the Office assists in the negotiation and planning of programmatic interventions, analytic exercises, public events, etc. taking place in Kazakhstan, plays a lead role in representing USAID (or arranging the involvement of the Front Office or other Almaty-based staff), preparing reports, drafting/clearing correspondence, and facilitating compliance with GOK legal requirements, etc.

The incumbent is a professional member of a three-person USAID team in Nur-Sultan, working to coordinate USAID programs with the Government of Kazakhstan (GOK), inter-agency partners, other donors, NGOs and private organizations. The incumbent is also expected to provide administrative coverage (answering phones, arranging motorpool support, scheduling, etc.) to ensure smooth continuity of office operations.

The incumbent works with USAID/Central Asia technical offices and the Strategy and Program Office in strategic planning, program design, and budgeting exercises related to Kazakhstan. S/he helps to maintain regular communication with the staff of these offices on programmatic progress, opportunities, problems and constraints, and recommends improvements to USAID programming in Kazakhstan.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. Administrative Support and Protocol Assistance**

**70%**

S/he is responsible for providing administrative support including but not limited to:

Manages the schedule of the office, to include:

- making and confirming appointments – both internal and external to the U.S. Embassy
- maintains an office calendar
- reserving conference rooms and arranging conference calls
- arranging Embassy access requests for external visitors
- arranging Motor Pool transportation for external meetings.

Supports TDY visitors to Nur-Sultan, to include:

- Drafting and updating schedules for each visitor
- Working with the Development Outreach and Communications team to draft briefers and talking points
- Making and confirming appointments
- Arranging Motor Pool transportation
- Arranging for translation, if needed
- Processing electronic country clearances
- Making hotel and/or flight arrangements in coordination with USAID/Central Asia administrative staff, as appropriate.

Supports travel by Office staff, to include

- Preparing travel authorizations to include obligations, consulting with USAID's financial management office staff as needed
- Planning transportation and reserving hotels to support business travel by Office staff
- Preparing travel vouchers, ensuring that they are submitted in a timely manner.

Oversees correspondence management for the office, to include:

- Receives incoming mail for the office and arranges inter-office delivery of documents
- As needed, translates routine incoming correspondence from Russian and Kazakh to English and outgoing correspondence from English to Russian and Kazakh
- Answers the general phone line for the office, tactfully questioning callers to determine the nature of their inquiries
- Receives, logs and distributes all incoming cables, letters, faxes and other correspondence.

Ensures that adequate office supplies are available and equipment is operational, to include:

- Manages the office's store room, ensuring that it is well-stocked with office supplies and properly organized
- Coordinates the procurement of supplies and equipment as needed for the Office
- Provides basic oversight and support of the USAID/CA/Nur-Sultan computer server room, in coordination with USAID IT staff
- Coordinates with USAID and Embassy information technology specialists to ensure that technical issues with supplies and equipment are resolved

Serves as the timekeeper for Nur-Sultan Office staff, ensuring the timely submission and certification of time and attendance sheets

Oversees filing for the office, working with the USAID/CA Executive office to ensure compliance with records management requirements

Protocol Assistance:

- As part of USAID/Nur-Sultan team the incumbent contributes to establishing and maintaining relationships between USAID and the Government of Kazakhstan, particularly the Ministry of Foreign Affairs and other Ministries with which USAID works closely, such as the Ministry of Energy, Health, and Social Development. In particular:

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- The incumbent drafts diplomatic correspondence, in English, Russian, and Kazakh, for formal coordination with the GOK and following up as needed through official or unofficial channels
- In coordination with the Embassy Protocol Office and Public Affairs Office, provide logistical support for joint USAID-GOK events such as conferences and signing ceremonies
- The incumbent attends and assists with official events hosted by the Ambassador or Deputy Chief of Mission, taking the opportunity to discuss USAID programming with key contacts
- Represent USAID at external events (conferences, roundtables, etc.) and provide a readout for relevant USAID or Embassy staff.
- Leads contact management for the Office, ensuring that the Office has an up-to-date list of contacts from stakeholders in USAID programming, to include the GOK, other donors, and implementing partners.

## **B. Program Support**

**30%**

In coordination with technical specialists and other stakeholders, assists in conducting research and providing technical analysis to ensure that USAID/CA programming is responsive to Kazakhstan-specific considerations. This includes working to support the design of new projects and requests for funding from Washington.

Serves as the Office point of contact on gender, working with USAID/CA colleagues to ensure that USAID programming in Kazakhstan is responsive to gender-related considerations and in line with all relevant requirements.

The incumbent leads the coordination of interagency budget and strategy reports on USAID and/or other USG foreign assistance. These reports include, but are not limited to, the Operational Plan, Performance Plan and Report, Mission Resource Request, and annual report on foreign assistance provided to the Government of Kazakhstan. Under the direction of the Office director and, in coordination with the USAID/CA Strategy and Program Office, the incumbent will:

- Synthesize input from USAID and/or Embassy offices to draft reporting documents, following up as needed with various stakeholders to ensure the adherence to deadlines
- Serve as a primary point of contact on USG foreign assistance reporting, assisting USAID and interagency colleagues contributing to reports, answering any questions that come up
- Check both budgetary and narrative input for accuracy and compliance with guidance requirements
- Input final information into official USAID reporting systems, such as FACTS Info.
- Respond to questions from Washington stakeholders on foreign assistance reports and budgets

**10. AREA OF CONSIDERATION:** All FSN/CCNPSC MISSION EMPLOYEES

**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](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

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

**a. Education:** Minimum two years of University or College studies in foreign languages, business management, public administration, international development and/or other relevant area is required.

**b. Prior Work Experience:** At least three years of experience in a professional office environment, to include at least two years of administrative and clerical experience AND at least two years of experience with project management, communications and/or budgeting, ideally with an international development agency or international organization.

**c. Language Proficiency:** Level IV (fluent knowledge) English, Russian, and Kazakh are required.

**d. Knowledge:** Good knowledge of office management practices, correspondence format and reporting procedures, records file management, mail handling, timekeeping procedures. Strong knowledge and understanding of protocol requirements in dealing with the government officials. Proficient knowledge of Microsoft Office, including Word, Excel, and Outlook, imaging, scanning, and internet. Knowledge of international development – particularly in sectors relevant to USAID's portfolio in Kazakhstan – is also required.

**e. Skills and Abilities:** Excellent communication (writing, verbal and telephone) skills and strong interpersonal skills are important. Good time management skills and ability to work calmly, tactfully and effectively under pressure, to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight are required. Accuracy in typing, strong proof-reading skills, attention to detail, and demonstrated proficiency in word processing, spreadsheets, data bases and other computer applications (i.e. Microsoft Word, Excel, PowerPoint, etc.) are essential.

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

Applicants will be evaluated against the following criteria:

1. Education (10 points)
2. Prior Work Experience (25 points)
3. Language Proficiency (20 points)
4. Knowledge (15 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 Monday, December 31, 2020** via e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) 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> .