



**SOLICITATION FOR A RESIDENT-HIRE
U.S. PERSONAL SERVICES CONTRACTOR
“ADMINISTRATIVE AND PROGRAM GENERALIST”, GS-10**

SECTION I: GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** SOL-687-16-000011
- 2. ISSUANCE DATE:** June 17, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** July 5, 2016
- 4. POSITION TITLE:** Administrative and Program Generalist
- 5. NUMBER OF POSITIONS:** Multiple
- 6. MARKET VALUE (Base Pay):** The position is the equivalent of a GS-10 salary (ranging from \$47,158 to \$61,306 per annum). Final compensation will be based on individual’s qualifications, salary and work history, experience and educational background.
- 7. PERIOD OF PERFORMANCE:** One (1) year from date of appointment with option to renew for one (1) additional year. No option for renewal beyond the two (2) years total.
- 8. PLACE OF PERFORMANCE:** Antananarivo, Madagascar
- 9. EVALUATION FACTORS:** Evaluation will be done on a 100-point scale:
Education: 20 points;
Professional Experience – 20 points;
Knowledge and skills – 50 points;
Language – 10 points.
- 10. SECURITY ACCESS:** Facility/Computer Access
- 11. AREA OF CONSIDERATION:** U.S. Resident Hire Personal Services Contractor” (“PSC”) means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country: (1) As a spouse or dependent of a U.S. citizen employed by a U.S. Government Agency or under any U.S. Government-financed contract or agreement, or (2) For reasons other than for employment with a U.S. Government Agency or under any U.S. Government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting, is a lawfully admitted permanent resident of the United States.

SECTION II: STATEMENT OF WORK/POSITION DESCRIPTION

BASIC FUNCTIONS

The Administrative and Program Generalist will coordinate, facilitate, and ensure the timely completion of administrative and programmatic tasks assigned, which entail but are not limited to participating on technical panels, contributing to and drafting outreach products, review and synthesize reports, processing procurement actions, reporting on status of projects, developing private sector contacts, providing assistance to monitoring and evaluation (M&E) products and activities, coordinating with Washington, the Embassy, technical teams and donors on interagency assignments, and providing oversight on Mission compliance with regulations. This individual must be able to effectively represent USAID among the various entities in a variety of settings.

DUTIES AND RESPONSIBILITIES

- 1) Backstop teams and provide associated administrative support to offices to carry out day-to-day operations, reporting, literature reviews, data analysis and special tasks such as, assessments, evaluations and audits. (60%)
- 2) Represent USAID in a variety of forums and events and report back to teams on key issues. Incumbent must establish effective working relationships within USAID, USG, Government of Madagascar (GOM), development partners, and the international community, as appropriate. (20%)
- 3) Serve as the USAID point of contact and coordinator for special events. (10%)
- 4) Carrying out ad hoc assignments as dictated by unforeseen operational requirements. (10%)

C. POSITION ELEMENTS

Supervision Received

The Generalist will report directly to the Team Leader / Office Director, however, tasks assigned by specific office or section are supervised by this office/section.

Supervision Exercised

The Generalist will work across the offices of USAID/Madagascar. S/He will lead or co-lead various task specific teams comprised of Mission staff from various offices as directed by the assigning office. However, supervision of other USAID/Madagascar staff is not contemplated.

Work Environment

Work is primarily performed in an office setting. The requirement for field trip assignments to consult with implementing partners of projects may however expose the incumbent to difficult working surroundings and security risks during the course of travel.

SECTION III: MINIMUM QUALIFICATIONS REQUIRED

Education

Bachelor's degree (or equivalent) required from an accredited university.

Prior Relevant Work Experience

Prior experience that demonstrates the ability to work well in teams with a preference for prior work in a cross-cultural context.

Knowledge

Prior experience working with USAID projects or with other international development organizations preferred.

Skills and Abilities

- Strong written and oral communication skills
- Excellent interpersonal skills
- Analytical skills and ability to consolidate and summarize information
- Computer and IT skills: Microsoft Office
- Research and compile reports

Language Proficiency

Required: English (4/4);

Preferred: Working level proficiency in French and/or Malagasy.

SECTION IV: EVALUATION CRITERIA

Applicants will be evaluated based on the Evaluation Criteria listed below. Applicants are strongly encouraged to address each of the criteria on a separate sheet describing specifically and accurately the experience, training, and/or education that are relevant to each criterion. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Education: 20 points

Prior Relevant and Overseas Work Experience – 20 points;

Knowledge and skills – 50 points;

Language Proficiency – 10 points

1. START DATE:

The Contractor should be available to start as soon as possible subject to appropriate medical and security background checks.

2. PLACE OF PERFORMANCE

USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar

3. POINT OF CONTACT :

Any questions regarding this solicitation may be directed to
Ms. Dany Randrianatoavina
HR Specialist
USAID/Madagascar
E-mail: AntananarivoUSAIDHR@usaid.gov

SECTION V: INSTRUCTIONS TO APPLICANTS:

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. Form AID 302-3, Offeror Information for Personal Services Contracts

Qualified applicants are requested to submit complete and hand-signed form AID 302-3 available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. Application Letter, Resume/Curriculum Vitae

Applicants shall submit an application letter and a resume which will contain the following information:

- a) Personal Information: Full name, mailing address, email address, day and evening phone numbers, country of citizenship, highest professional grade held;
- b) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements;
- d) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

3. Appendix

Applicants are required to submit a supplemental document specifically addressing the criteria for evaluation listed in the solicitation.

4. Reference Persons

Applicants are required to provide five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's AID 302-3 form. The interviewing committee will delay such reference check pending communication with the applicant.

5. Application Submission

- Submit your application by 18h00, Tuesday, July 5, 2016 to the e-mail address: AntananarivoUSAIDHR@usaid.gov
- Put as subject: "SOL-687-16-000011 [your name]"
- Your application package should not exceed 2 attachments, which should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

Any application which does not include ALL the required documents and information, and not received at USAID Office by the above deadline will be rejected.

6. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 18h00, on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

More than one candidate may be selected for this position.

USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

SECTION VI: SECURITY AND MEDICAL CLEARANCES

i). Medical Clearance: For family members of US staff, the State Medical Clearance is applicable. In other cases, prior to signing a contract, the selected individual will be required to obtain a medical clearance in the same manner as local staff. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii). Security Clearance: Prior to signing a contract, the selected individual will be required to obtain an employment authorization from AID/SEC. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded. Forms that you may be required to fill include:

- SF 85P, Questionnaire for Public Trust Positions
- OF 306, Declaration for Federal Employment
- SF 87 (Rev. March 2013), Finger Print Card

SECTION VII: BENEFITS

As a matter of policy, and as appropriate, a resident PSC is normally authorized the following benefits:

- Employee's FICA Contribution
- Annual Contribution towards Health and Life Insurance (unless provided under spouse order)
 - 72% of health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- Pay Comparability Adjustment - Annual across the board salary increase for USG employees and USPSCs
- Worker's Compensation
- Annual merit increase
- Vacation and Sick Leave

Federal and State taxes: US citizen contractors are not exempted from payment of Federal Income taxes. USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee's state of official residence.

CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract. Additionally, AIDAR Appendix D can be found at: <http://www.usaid.gov/ads/policy/300/aidar>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION