SUBJECT: Solicitation for a Personal Services Contract (PSC) for an Administrative Assistant for the ADF field office in Nouakchott, Mauritania.

Ladies/Gentlemen:

The African Development Foundation (ADF) is seeking resumes from qualified Mauritania citizens to provide services as an Administrative Assistant under a Personal Services Contract (PSC), as described in the following solicitation: ADF-11-Q-0007.

Applicants interested in applying for this position "***MUST***" have the following Knowledge, Experience, Skills and Abilities:

1. At least 2 years of experience in office administration at a public or private organization.
2. Ability to use modern Information Communication Technology equipment: telephone exchange, computer, copier, printer, scanner and fax machine.
3. Proficiency in Microsoft applications, including Word, Excel and Power Point.
4. Experience and knowledge of handling petty cash, bank account reconciliation, and financial report preparation.
5. Fluent in written and spoken French.
6. Good interpersonal skills.

Applicants are required to provide at least (3) three references from previous jobs held.

Applicants should retain copies of all documentation submitted in response to the solicitation.

All documentation in response to this solicitation shall be submitted via email adfcontractbids@usadf.gov or faxed to 001-202-673-3810.

Question regarding this solicitation should be directed to adfcontractbids@usadf.gov.

Sincerely,

Lloyd O. Pierson

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Contracting Officer

1.0 **ISSUANCE DATE:** December 15, 2010

2.0 **CLOSING DATE/TIME:** December 28, 2010

3.0 **POSITION TITLE:** Administrative Assistant

4.0 **MARKET VALUE:**

4.1. The salary range for this position is **$12,700.00 - $16,000.00** per annum, plus benefits with a total contract amount not to exceed **$19,654.18**. The actual salary of the successful candidate will be negotiated within the daily pay range depending on qualifications, salary and work history, experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. Salary will be fixed and paid in local currency equivalent.

5.0 **BENEFITS/ALLOWANCES:**

5.1. As appropriate, the following benefits and allowances are normally provided under a Personal Services Contract:

a. Contribution toward Health Insurance

b. Annual Increase (inflation adjustment, if applicable)

c. Annual & Sick Leave

d. Social Security (16% of annual gross pay)

5.2. **LOCAL TAXES**: The Personal Services Contractor is required to provide payment of relevant taxes in the host country per local laws and regulations.

6.0 **PERIOD OF PERFORMANCE:** Base period of one (1) year, and ADF may opt to renew the contract for up to four (4) one-year option periods. (Option Periods are not guaranteed).

7.0 **PLACE OF PERFORMANCE:** Nouakchott, Mauritania

8.0 **POSITION DESCRIPTION:**

8.1. **BACKGROUND**

8.1.1. The African Development Foundation (ADF) is an agency of the United States Government. ADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized people, engaged in economic and social development activities.

The Foundation started its funding activities in Mauritania in 2008. The ADF field office in Nouakchott provides on-going support to projects that have been financed and also continues to identify viable local small and medium-sized enterprises that show potential to create employment opportunities generate incomes and have broad social impact beyond the project activity.

8.2. SCOPE OF WORK

8.2.1. The Administrative Assistant serves as part of a small staff component with the primary responsibility for providing a range of administrative and logistical assistance services in support of the ADF Mauritania program. The position reports to the ADF Regional Program Director (RPD).

8.3. RECEPTION:

a. Answer all telephone calls in a polite, pleasant, helpful manner and take accurate messages.

b. Receive visitors, answer general public inquiries in a knowledgeable and professional manner, and assist in the dissemination of information and communication between various ADF staff members and stakeholders.

c. Assist with office correspondence, receiving and dispatching mail.

d. Provides appropriate ADF information materials to visitors.

8.4. ADMINISTRATION:

a. Handle general correspondence including drafting, typing, dispatching and receiving mail.

b. Receive, date stamp, and log funding applications and proposals and generate a monthly status report.

c. Regularly update and ensure accuracy of files for both ongoing and expired projects.

d. Take minutes of staff meetings and any other meetings as requested.

e. Arrange and coordinate appointments, meetings, conferences, and special events as requested.

f. Arrange travel and accommodation for staff and official guests as requested.

g. Ensure the smooth operation of the office including planning, procuring and maintaining inventory of office supplies.

h. Plan and implement a schedule for maintenance of all office equipment.

i. Provide logistical support to staff and monitor the movement of the office vehicle and ensure proper maintenance of the Daily Vehicle Use Log.

j. Responsible for the shipment and clearing of project and office equipment through customs.

k. Assist in preparation and formatting of reports and office documents as needed.

l. Ensure scanning and transmission of PDF, JPEG and other files to ADF Washington.

m. Establish and maintain an effective record management system for easy retrieval and backup of files.

n. Any other administrative duties as assigned.

8.5. BOOKKEEPING AND FINANCIAL MANAGEMENT:

a. Prepare petty cash requisitions, handle petty cash and undertake petty cash reconciliations.

b. Record transactions in the Expenditure Journal and Invoice Log and allocate proper budget line item codes for ADF field office expenses.

c. Prepare check requests, travel advances and travel expense reports, as needed.

d. Prepare requisitions and purchase orders, and maintain records of receipt of, and payments for goods, and services.

e. Purchase items with office funds in the local marketplace.

f. Support the process of preparing office bank account reconciliation and monthly financial reports.

8.6. REQUIRED KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

a. At least 2 years of experience in office administration at a public or private organization.

b. Ability to use modern Information Computer Technology equipment: telephone exchange, computer, copier, printer, scanner and fax machine.

c. Proficiency in Microsoft applications, including Word, Excel and Power Point.

d. Experience/knowledge of handling petty cash, bank account reconciliation, and financial report preparation.

e. Fluent in written and spoken French.

f. Good interpersonal skills.

9.0 PREPARATION AND SUBMISSION OF RESPONSES

9.1. Applicants are required to provide at least (3) three references from previous jobs held.

9.2. **TO APPLY FOR THIS POSITION, YOU MUST RESPOND TO THE SOLICITATION POSTED AT HTTP://WWW.USADF.GOV/CONTRACTING.HTML.**

9.3. **FOLLOW ALL THE INSTRUCTIONS OF THE SOLICITATION. ALL DOCUMENTATION IN RESPONSE TO THIS SOLICITATION SHALL BE SUBMITTED VIA EMAIL: adfcontractbids@usadf.gov OR FAXED TO 001-202-673-3810.**

9.4. **THE RESPONSE MUST CITE THE REQUEST FOR QUOTATION NO. ADF-11-Q-0007 AND MUST BE RECEIVED ON DECEMBER 28, 2010 NO LATER THAN 23:59 EASTERN STANDARD TIME.**

9.5. **ADF MAY REJECT AS NON-RESPONSIVE ANY RESPONSE THAT FAILS TO CONFORM IN ANY MATERIAL RESPECT TO THE REQUEST FOR QUOTE.**

9.5.1. The Respondent assumes full responsibility for ensuring that their responses are received at the place as delineated herein and by the date and time identified above. The Respondent assumes full responsibility for ensuring electronic submissions are formatted in accordance with ADF

Security Requirements. **THE FOLLOWING FILE EXTENSIONS ARE NOT ALLOWABLE AND APPLICATION MATERIAL/DATA SUBMITTED WITH THESE EXTENSIONS CANNOT BE CONSIDERED: BAT; CMD; EXE; PIF; RAR; SCR; VBS; HTA; AND CPL.**

9.5.2. Microsoft Office compatible documents and Adobe PDF are acceptable. If the Respondent determines other formats are necessary, it is the respondent's responsibility to verify with ADF that the format is acceptable. Submitted materials with unacceptable or unreadable formats may be found non-responsive.

10.0 EVALUATION FACTORS:

Evaluation Factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Candidates will be evaluated in three phases. Phase 1: The applicant responds to the requirements of this solicitation listed under Section 11.1. Phase 2: Candidates who meet the minimum criteria will be contacted to submit additional information within a limited time frame. Phase 3: Applicants who provide all the required documents will be scheduled for an interview and a practical skills test. The interview will be based on Evaluation Factors 2, 3, 4, 5, and 6. Award shall be made based on the best overall value to the Government. The Contracting Officer (CO) will use the technical merits of each proposal and the price to determine the successful offeror.

TABLE 10.1
FACTORS

FACTORS	FACTOR DESCRIPTION	ASSIGNED MAXIMUM PERCENTAGES
Factor 1	Provides references and demonstrates suitable past experience.	15
Factor 2	Demonstrates knowledge of public or private international organizations.	10
Factor 3	Possesses skill in operating office computer equipment and software such as (a) personal computer, (b) printer, (c) fax machine, (d) copier, and (e) Microsoft Office programs.	10
Factor 4	Demonstrates knowledge of office operations.	20
Factor 5	Demonstrates knowledge and skill in basic bookkeeping.	15
Factor 6	Demonstrates the possession of the following skills: (a) effective verbal communication and listening skills; (b) attention to detail and high level of accuracy; (c) effective organizational skills; and (d) time and stress management skills.	30
TOTAL POSSIBLE		100

11.0 SOLICITATION PROVISIONS:

ALL RESPONDENTS MUST *CIRCLE THE APPROPRIATE RESPONSE TO EACH OF THE QUESTIONS BELOW IN TABLE 11.1 AND SUBMIT A COPY IN YOUR RESPONSE TO THIS SOLICITATION.*

TABLE 11.1 ***APPLICATION QUESTIONS***	***Identify your years of experience by choosing from the available years below. Choose from 0-1, 1-2, 2-4, 4-7, or 7+ years of experience. Circle your answer for each question.***				
How many years of experience do you have with office administration at a public or private organization? *Combien d'années d'expérience avez-vous avec les tâches administratives dans une organisation publique ou privé administration de bureau à un organisme public ou privé?*	0-1	1-2	2-4	4-7	7+
How many years of experience do you have using modern Information Communication Technology equipment such as a telephone exchange, computer, copier, printer, scanner and fax machine? *Combien d'années d'expérience avez-vous dans l'utilisation de l'équipement modernes des technologies d'information et de communication comme un central téléphonique, ordinateur, photocopieur, imprimante, scanner et télécopieur?*	0-1	1-2	2-4	4-7	7+
How many years of experience do you have using Microsoft applications, including Word, Excel and PowerPoint? *Combien d'années d'expérience avez-vous en utilisant des applications Microsoft, y compris Word, Excel et PowerPoint?*	0-1	1-2	2-4	4-7	7+
How many years of experience do you have handling petty cash, bank account reconciliation, and financial report preparation? *Combien d'années d'expérience avez-vous en travaillant avec la petite caisse, rapprochement des comptes bancaires, et la préparation des rapports financiers?*	0-1	1-2	2-4	4-7	7+
How many years of experience do you have using written and spoken French in a professional capacity? *Combien d'années d'expérience professionnelle avez-vous en utilisant le français écrit et parlé?*	0-1	1-2	2-4	4-7	7+

Provide Three (3) References from Professional Work Experience			
Name	Organization	Phone Number	Email

11.1. **Only complete responses will be considered.** The Contracting Officer determines whether the received application items meet the criteria of the solicitation.

A complete response must include the following four (4) items:

1. In submitting your response by email, the subject line must reference: **ADF-11-Q-0007, Mauritania;**
2. Provide proof of ability to work in Mauritania;
3. Provide written responses to the solicitation Table 11.1 questions found on page 6; and
4. Provide a list of three (3) references with contact information (telephone and if available, email).

Selected candidates that pass the initial screening will be contacted and required to submit further documentation including the following four (4) items:

1. A resume or CV
2. Salary History
3. Questionnaire
4. Practical Skills Test

NOTE: After contract award, selected candidates must be prepared to pass a basic security screening within 90 days.

11.2. FAR CLAUSES INCORPORATED BY REFERENCE

11.2.1. This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Contractor may also find the clauses online at www.arnet.gov/far.

a. 52.202-1 Definitions (JUL 2004)
b. 52.203-3 Gratuities (APR 1984)
c. 52.203-5 Covenant against Contingent Fees (APR 1984)
d. 52.203-6 Restrictions on Subcontractor Sales to the Government (SEP 2006)
e. 52.203-7 Anti-Kickback Procedures (JUL 1995)
f. 52.203-10 Price or Fee Adjustment for Illegal or Improper Activity (JAN 1997)
g. 52.203-12 Limitation on Payments to Influence Certain Federal Transactions (SEP 2007)
h. 52.215-2 Audit and Records - Negotiation (MAR 2009)
i. 52.216-24 Limitation of Government Liability (APR 1984)
j. 52.216-25 Contract Definitization (OCT 1997)
k. 52.217-8 Option to Extend Services (NOV 1999)
l. 52.222-26 Equal Opportunity (MAR 2007)
m. 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998)
n. 52.224-1 Privacy Act Notification (APR 1984)
o. 52.224-2 Privacy Act (APR 1984)
p. 52.232-1 Payments (APR 1984)
q. 52.232-17 Interest (OCT 2008)

r. 52-232-23 Assignment of Claims (JAN 1986)
s. 52.232-25 Prompt Payment (OCT 2003)
t. 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractors Registration (MAY 1999)
u. 52.233-1 Disputes (JUL 2002)
v. 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)
w. 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984).
x. 52.237-3 Continuity of Services (JAN 1991)
y. 52.242-14 Suspension of Work (APR 1984)
z. 52.242-15 Stop-work Order (AUG 1989)
aa. 52.243-1 Changes - Fixed Price (AUG 1987)
bb. 52.246-25 Limitation of Liability—Services (FEB 1997)

cc. **52.249-12 TERMINATION (PERSONAL SERVICES) (APR 1984)**

The Government may terminate this contract at any time upon at least 15 days written notice by the Contracting Officer to the Contractor. The Contractor, with the written consent of the Contracting Officer, may terminate this contract upon at least 15 days written notice to the Contracting Officer. (End of clause)

dd. **52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR, (APR 1984)**

Funds are not presently available for performance under this contract beyond September 30, 2011. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2011 until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer. (End of clause)

ee. 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b). If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c). The total duration of this contract, including the exercise of any options under this clause, shall not exceed sixty (60) months. (End of clause)