



USAID | SOUTH SUDAN

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Solicitation for Cooperating Country National (CCN) Personal Services Contract (PSC- Custodians - Multiple Positions - FSN-2)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066821R00009
2. **ISSUANCE DATE:** July 21, 2021
3. **CLOSING DATE/TIME**
FOR RECEIPT OF APPLICATIONS: August 4, 2021 before 17:00 PM
4. **POSITION TITLE:** Custodians (Multiple Positions)
5. **MARKET VALUE:** FSN-2, (\$7,856 to 11,792) per annum
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/ South Sudan. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** 5 Years. The services provided under this contract is expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** US Embassy, Kololo Road
8. **SECURITY LEVEL REQUIRED:** RSO Certification/Facility Access

Kololo Street , 2 nd Block next to European Union Juba South Sudan Tel:1202216279	USAID/South Sudan C/O: U.S Embassy Juba South Sudan
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9. BASIC FUNCTIONS:

Under the direct supervision of the Warehouse, and the incumbent performs as a custodian/warehouse in the USAID General services unit within the USAID Executive office section.

MAJOR DUTIES AND RESPONSIBILITIES:

Ensures Custodian-Warehouse services are provided to customers in accordance with USAID Standards.

Janitorial duties:

- Sweeps inside and outside storage areas and keeps storage areas in an orderly condition.
- Sweeps, mops, or vacuums all office floors, entrances, lobbies and waiting rooms as required. Cleans all restrooms and fixtures using disinfectants.
- Dust and clean offices desks, office equipment and furnishings to include and not limited to emptying all trash receptacles. Cleans office windows as directed.
- Maintains cleanliness of chancery exterior grounds and support buildings.

Warehouseman duties: 80%

- Moves supplies to proper storage areas using pedestrian stackers and other material handling equipment.
- Follows verbal or written instructions given by supervisor to take items from warehouse or storage areas, segregates and assembles them and moves them to the warehouse check point.
- Assists in checking storage areas to ensure that items of supply are properly stored in the correct locations and then no safety or fire hazards exist.
- Unload received office supplies, equipment, packages and house furniture.
- Opens, disassembles, stores and ensure of proper disposal of packing boxes or storage creates.
- Assists in conducting inventory.

Escorting contractors:

- **Act as an escort for contractor's construction, cleaning and /or maintenance crews within US embassy, and movement of items in the warehouse.**

10. AREA OF CONSIDERATION: Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

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

12. POINT OF CONTACT: jubahr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education: (20)** Completion of Secondary School is required. Travel related training would be an asset.
- **Experience: (20)** One year of manual work experience.
- **Language Proficiency: (20)** Level 3 English ability (good working knowledge) is required.
- **Knowledge, Skills and Abilities: (40)** Understands the expectations of the general services unit and executive office, and must have basic manual skills, operate forklift, and another warehouse equipment. Must have basic Arithmetic skills and able to lift weight in excess of 20 lbs.

EVALUATION AND SELECTION FACTOR

After the closing date, applications will be initially screened to determine whether applicants have met the advertised qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation factors. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference check will be made only for applicants considered as finalists. 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. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate must obtain required security and medical clearance within a reasonable period of time (USAID will provide details to the selected candidate). A substantial delay in obtaining either security or medical clearance will make the applicant ineligible for selection.

EVALUATING FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as the applicant's writing, presentation and communication skills.

The following factors are listed in descending order of importance:

1. Skills and Abilities
2. Relevant Experience
3. Technical Knowledge

The factors will be basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and, finally, satisfactory professional reference checks. In summary, the steps in the applicant rating system are as follows:

1. Meet minimum requirements: Pass/Fail
2. Evaluation of application in relation to the evaluation factors, which when combined, are of equal importance to interview performance
3. Interview performance which is of equal importance to evaluation factors
4. Reference Checks: Pass/Fail

PRESENTING AN OFFER

- a) Eligible Offerors are required to complete and submit the offer form:
 - Cover Letter of Interest
 - An up-to-date Resume/C.V.
 - USAID Application Form (to be filled out completely). The Application form is available for download from the internet: <https://ss.usembassy.gov/embassy/jobs/usaid-vacancies/>
- b) Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

- c) To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

III. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Security Questionnaire for Locally Employed staff*
3. *Finger Print Card (FD-258)*

IV. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

V. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN 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 302-4** 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.**
5. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

END OF SOLICITATION

