



**SOLICITATION NUMBER:** 72066025R10005  
**ISSUANCE DATE:** October 30, 2024  
**CLOSING DATE/TIME:** November 29 2024 at  
at 17:00 (Kinshasa Time)

**SUBJECT:** Solicitation for **Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *Local Compensation Plan*) – Chauffeur - based in Kinshasa.**

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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 Attachment 1.

Sincerely,

**Clint Branam**  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066025R10005
- 2. ISSUANCE DATE:** October 30, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 29, 2024, at 17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
- 5. POSITION TITLE:** USAID Chauffeur
- 6. MARKET VALUE:** Equivalent to FSN- 3 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is Five (5) years, estimated to start o/a January 2025 or earlier if required clearances are obtained. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
- 8. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**
  - **Cooperating Country Nationals as defined in AIDAR Appendix J:** “Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.”
- 10. SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

## 11. STATEMENT OF DUTIES

### 1. *General Statement of Purpose of the Contract*

The Bureau for Humanitarian Assistance (BHA) is responsible for facilitating and coordinating U.S. Government emergency assistance overseas. USAID/BHA's mission is to save lives, alleviate human suffering, and reduce the social and economic impact of disasters. The BHA has established a Sub-regional Office in Kinshasa, Democratic Republic of Congo (DRC), which works under the Regional Office in Nairobi, Kenya. The sub-regional office is responsible for BHA programs in Central African Republic and the Republic of Congo as well as in DRC.

USAID/BHA DRC requires the services of a Chauffeur to drive light vehicle to transport USAID/BHA personnel, USAID/BHA TDY staff, VIP visitors and other official staff in the Democratic Republic of the Congo (DRC).

Under the guidance of the USAID/BHA Office Director or designee, the Chauffeur is expected to efficiently transport personnel by demonstrating courtesy, a sense of responsibility and sound knowledge of security issues. The Chauffeur must be prepared to function effectively under extreme pressure, in challenging and restrictive work environments and maintain the strictest confidence. The Chauffeur is expected to be available to work evenings, weekends and public holidays.

In the event that BHA deploys a Disaster Assistance Response Team (DART) to DRC, the Chauffeur may be activated to serve as a Chauffeur for the DART. Work on a response can be complex and requires a higher level of knowledge and skills and can occur in a challenging work environment at a much faster pace than in a typical office environment. Given that disasters can happen at any time and anywhere, the Chauffeur should be prepared to assist the OFDA team in the country to respond at any time, seven days a week.

### 2. *Statement of Duties to be Performed*

1. **Transportation Services:** Transports USAID/BHA staff, USAID/BHA TDY personnel and VIP visitors. Is available to transport other USAID Mission staff when not driving for USAID/BHA. Is responsible for the security and safety of passengers; observes all traffic laws; remains constantly alert to unusual situations and takes evasive action as appropriate. Ensures availability to work extra hours and travel on an urgent basis during new disasters or crises requiring BHA's short notice participation in key coordination fora, as well as out-of-business hours urgent coordination with partners. Works in situations of urgency and stress during disaster events providing high levels of driving support. Serves as a Driver on in-country DARTs, for short-term and long-term responses which could exceed two months. Conducts other duties as assigned by the USAID/BHA SHA. **50%**

2. Serves as special messenger collecting and delivering mail, documents, or other items. Hand carries urgent purchase orders to local vendors and picks up airline tickets. Functions as pool chauffeur or field trip driver as necessary. Performs mission operations services when available. Runs errands for official personnel. Ensures availability of all the required documents/items

including trip tickets, office telephone directory, waivers for non-USG passengers, accident report form and field trip expendable and non-expendable items. **20%**

**3. Vehicle maintenance and management:** Keeps vehicle clean and in serviceable condition. Performs preventive maintenance. Performs daily pre-trip vehicle inspection of the assigned vehicle as per the preventive maintenance checklist specified on the trip ticket. Ensures the assigned vehicle is in good operating condition by performing minor maintenance tasks when necessary. This includes ensuring that periodic scheduled vehicle maintenance for repairs, oil changes, regular tire and break checks is completed and reported; and fueling the vehicle(s), among other needs, are carried out in a timely manner. Ensures that all immediate required actions are performed if involved in an accident. **15%**

**4. Records management:** Records daily mileage, gas consumption. Provides collective data from these records to the appropriate service for the monthly gasoline and annual vehicle reports. Maintains accurate, up-to-date records on the trip sheets by legibly recording, travel times, mileage and destinations. **15%**

*The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

## *2. Supervisory Relationship*

The employee will work under the direct supervision of the USAID/BHA Office Director or designee. The employee should also expect to receive instruction from USAID DRC Dispatcher.

## *3. Supervisory Controls*

None.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

a. **Education:** Completion of primary school, a minimum of six years is required.

b. **Prior Work Experience:** Minimum of three years documented experience as a driver/chauffeur. Safe driving record; knowledge of basic defensive driving techniques and of all functions and operations related to providing transportation for employees and visitors. Knowledge of traffic laws, area traffic patterns and local geography is required. Basic knowledge

of automotive repair is required, such as changing tires, checking tire air pressure, and checking and changing engine oil and oil filters, adding water/coolant, jumpstarting a battery.

**C. Language Proficiency:** Level II English language ability (limited knowledge) in speaking/reading/writing is required. Level II French language ability (limited knowledge) in speaking/reading/writing is required.

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

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

#### **Quality Ranking Factors (QRFs):**

##### **Job Knowledge (50 points)**

Knowledge of substantial defensive driving techniques and of all functions and operations related to providing transportation for employees, visitors, and customers of an organization is required. Familiarity of local traffic laws, area traffic patterns, and local geography is required, and a good knowledge of the Kinshasa's landmarks, DRC history, and alternate routes to DRC government ministries/agencies, donors, diplomatic and international organizations, and various officials' residences is required.

##### **Skills and Abilities (50 points):**

Ability to operate a motor vehicle, with both manual gears and with automatic gears and possess a valid DRC driver's license (B, C and D) and potentially an Embassy administered driving test. Good knowledge of use of defensive security, such communications equipment, environment awareness. Knowledge of defensive driving techniques sufficient to exercise special precautions and take evasive action to protect passengers and the vehicle. Must be able to drive an armored

vehicle. Ability to deal with high level officials in relaxed and competent manner; ability to communicate effectively verbally.

**Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**

**Total Possible Points: 100 points**

**SELECTION PROCESS**

After the application deadline, the EXO/HR Unit will refer all correctly submitted applications to an English language test and other relevant skills tests as part of the screening process. The HR team will review the test results and invite candidates who meet the minimum standards to complete the *form [AID 309-2](#) (Offeror Information For Personal Services Contracts With Individuals)* for further consideration. Shortlisted candidates will then be evaluated by a committee based on the outlined criteria and will participate in a written test and/or interview at USAID's discretion.

Only shortlisted candidates will be contacted. No responses will be sent to unsuccessful applicants.

Reference checks will be conducted only for applicants under consideration for employment. References should provide detailed information about the applicant's past performance and abilities. Note: Additional references may be obtained independently beyond those provided by the applicant.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

**IV. SUBMITTING AN OFFER**

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter ONLY** by email to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) by **November 29 , 2024** using the email subject line: "**72066025R10005 Chauffeur**". This number is the solicitation number. Email subject lines that do not strictly adhere to this policy may be considered invalid.

Submit only one offer per candidate.

Late or incomplete Offers will be considered invalid.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms/documents after an offeror is selected for the contract award:

- Overseas Vetting Questionnaire (valid/Updated electronic copy)
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form

- ID or Passport (all passport covering past 7 years)
- School Documents (Diploma
- , Certificates, and Transcripts)
- Proof of work/End of service Certificate,
- Proof of Residency .

## **VI. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS** (as applicable): 13<sup>th</sup> month bonus; 14<sup>th</sup> month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Family Leave Benefit; Maternity Leave (for female employees); Paternity Leave.
2. **ALLOWANCES** (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

## **VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN and 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>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B)                                | QUANTIT Y (C) | UNI T (D) | UNIT PRICE (E) | AMOUNT (F)  |
|-------------|--|---------------|-----------|----------------|---|
| 0001        | <b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> | 1             | LOT       | \$<br>_TBD_    | \$_TBD at Award after negotiations with Contractor_ |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | - Award Type: Cost<br>- Product Service Code:<br><i>R497</i><br>- Accounting Info: <i>TBC</i> |  |  |  |  |
|--|---|--|--|--|--|

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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct), ([Ref. see template downloaded from My USAID.gov](#))
5. **PSC Ombudsman**  
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:  
<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.  
  
 The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).
6. **FAR Provisions Incorporated by Reference**

**52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUNE 2023**

**END OF SOLICITATION**