



**SOLICITATION NUMBER:** 72066020R10011

**ISSUANCE DATE:** September 11, 2020

**CLOSING DATE/TIME:** October 9, 2020 at  
17:00 (Kinshasa Time)

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Development Program Specialist (Budget Analyst), 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.

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.

Sincerely,

/S/

**Priscilla Sampil**  
**Contracting Officer**

Physical Address:  
U.S. Agency for International  
Development  
Mobil Building  
N° 198 Avenue Isiro  
Gare Centrale / Gombe / Kinshasa  
Democratic Republic of Congo

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## I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066020R10011
2. **ISSUANCE DATE:** September 11, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 9, 2020, at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** USAID Development Program Specialist (Budget Analyst)
6. **MARKET VALUE:** Equivalent to **FSN-10**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo. Final compensation will be negotiated within the market values.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **February 2021** or earlier if required clearances are obtained. The services provided under these contracts are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo (DRC) 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:** Regional Security Office Clearance

## 11. STATEMENT OF DUTIES

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

The basic function of this position is to perform a budgetary support role critical to USAID/Democratic Republic of the Congo (DRC) Program Office performance. The primary purpose of this position is to serve as the focal point in the Mission for maintaining, analyzing, and reporting budget and financial information covering the Mission program portfolio, which includes three operating units (DRC, Central African Republic, and Central Africa Regional). This information is used to keep the Mission's budget tracking and reporting systems current, in order to ensure the appropriate program analysis and planning. The quality of this data is critical to the Mission's ability to manage current programs, plan new initiatives, comply with mandatory reporting, coordinate with the host government, and assess the impact of changes to budgets.

In addition to maintaining Mission budgeting systems and a series of regularly updated files that are used by the Mission to report budget and financial information, the incumbent also guides staff across the Mission on required budgeting procedures throughout the program cycle. S/he assists

staff at all levels of seniority to analyze, understand, and plan their budgets, ensuring effective use of funds. S/he also ensures all requirements are met to obligate funds. S/he is expected to establish effective relationships with local and international USAID staff at all levels of seniority, including financial analysts and senior USAID budget staff in USAID Africa Bureau's Office of Development Planning. S/he is expected to become very knowledgeable in USAID's policies, procedures, and regulations, including the substantive and administrative elements of USAID's development assistance and to advise staff across the Mission on these items.

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

### **1. Budget Reporting: 40%**

- Manages the Operating Year Budget (OYB) reporting process
- Maintains up-to-date records of relevant budget and other financial information (past and present) for internal and external briefings on USAID assistance to the Democratic Republic of the Congo and other countries within the Mission's portfolio.
- Responds to ad hoc budget related requests from USAID/Washington and Mission management.
- Reviews program budget inputs into annual Operational Plan, Mission Strategic Resource Plan, and other planning related documents.
- Actively coordinates and engages with Mission management and technical teams on all budget issues.

### **2. Budget Analysis and Management: 30%**

- Develops and manages a system of initiating and tracking the Missions' current-year OYBs, conducts, in conjunction with the Financial Management Office, Mission pipeline reviews. Records and tracks status of follow-up actions.
- Maintains up-to-date and accurate official files on operating unit allowances, obligations, expenditure, pipeline, and mortgage levels, as well as complete hard-copy files of major program documents, including the strategies, bilateral grant agreements and their amendments, and other program financial documents in accordance with Mission filing policies. Ensures that electronic files are regularly maintained.
- Manages budget related databases and reporting systems.
- Prepares Field Support budget requests in coordination with technical teams and Senior Program/Budget Specialist.
- Tracks the payment of parking fines, I.T. support costs, and program support costs.
- Assists the Senior Program/Budget Specialist in preparing the annual Operational Plan's program support budget and Development Objective Agreements and amendments for signature and obligation.

### **3. Budget Allocation: 15%**

- Prepares program budget requests for the Congressional Budget Justification.
- Provides analysis of program pipelines, expenditures, mortgages, and historic trends to Mission management for consideration in budget formulation.

#### 4. Assistance to Program Office: 15%

- Provides backup support to Program Office staff on systems and services when principal officer is unable to perform duties.
- Assists the Senior Program/Budget Specialist in collecting information and performing analyses on host country annual budgets and budget execution.
- Assists the Senior Program/Budget Specialist in collecting information on host country strategic plans and progress in implementation.

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

#### 3. Supervisory Relationship:

The incumbent will work under the direct supervision of the Deputy Program Officer or the Mission's Budget Team Lead, and under the mentorship of the Senior Program/Budget Specialist, and will consult with the rest of the Program Office staff as needed. A high degree of collaboration with Mission technical teams is needed to perform the functions successfully.

#### 4. Supervisory Controls:

None

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

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines basic eligibility for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

**a. Education:** A minimum of a bachelor's degree or its equivalent in administration, finance, accounting, economics, or a related field is required.

**b. Prior Work Experience:** At least five years of professional experience directly related to the position requirements. Experience in budgetary and financial analysis as well as general interpretation of program data.

**c. Language Proficiency:** Fluency (level IV) in both written and oral French and in English 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 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. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered.

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

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

Mastery of budgeting and the management of financial records is essential. Knowledge of economic and social development programs in the DRC and familiarity with development terminology.

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

Computer literacy in Word, Excel, and PowerPoint is required. Strong writing and presentation skills are both required. Demonstrated ability to prepare precise and accurate budget reports for use in decision-making. Able to analyze large amounts of data, draw clear conclusions, and condense information into easily understandable formats and action items. Demonstrated ability to clearly explain budget information and required actions to individuals with different levels of experience and seniority, including local staff, new hires, team leaders, and senior management, and to prepare precise and accurate budget reports. Demonstrated tact and understanding in dealing with technical teams and USAID virtual team members. Incumbent must be a self-starter with strong organizational skills and a customer service mentality.

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

#### **Total Possible Points: 100 points**

### **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, the most qualified candidates may be requested to complete a writing sample and be interviewed either in person, by telephone or videoconference at USAID's discretion.

Reference checks will be made only for applicants considered for selection. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other

sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

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**

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/>
2. Offers should also include a supplemental document of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills & Abilities).
3. Offers must be received by **October 9, 2020 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted ONLY via [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) and the email subject line must say :**72066020R10011 USAID Development Program Specialist (Budget Analyst)**.
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

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

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

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance

#### **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS: 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; Maternity Leave (for female employees).

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 ITEM

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBC	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

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>

**END OF SOLICITATION**