



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066025R10002
ISSUANCE DATE: October 25, 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) – USAID Project Management Specialist (Disaster Management) - based in Goma.**

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.:** 72066025R10002
- 2. ISSUANCE DATE:** October 25, 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
- 5. POSITION TITLE:** USAID Project Management Specialist (Disaster Management)
- 6. MARKET VALUE:** Equivalent to FSN- 10 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*

This position is located in the USAID Bureau of Humanitarian Assistance (BHA), which is responsible for implementing, managing, and or coordinating USG non-food humanitarian assistance. The incumbent will be based in **Goma**, Province of North Kivu in Eastern of Democratic Republic of Congo.

Under the overall supervision of BHA/DRC Regional Humanitarian Advisor, the Program Management Specialist (PMS) will work under the supervision of the Senior Program Officer and shall serve as an integral member of the BHA team. The PMS shall assume primary responsibility for monitoring and evaluation of BHA funded activities ranging from \$200,000 to \$6 million/year in a dynamic portfolio that covers the span of humanitarian sectors (e.g. basic health, Protection of civilians, Humanitarian Logistics, Economic market and recovery system, Coordination of Humanitarian assistance, Nutrition, and provision of water, sanitation and Hygiene). The PMS will also travel as needed to assess the need for international humanitarian assistance in various disaster situations. It is expected that the PMS will deploy often to the deep field in the exercise of his/her duties. It is also anticipated that the PMS will be eligible to participate in Disaster Assistance Response Teams should any be activated in DRC.

2. *Statement of Duties to be Performed*

The PMS will support American BHA Officers based in the country to manage, monitor and support program implementation through partners, and to assess humanitarian situations. The PMS will provide updated program information for dissemination and timely programmatic use. BHA work is high volume and fast-paced. The PMS has to be flexible, be able to work under pressure, be personally responsible for high quality work, and be an effective team player. Specifically, the PMS will:

1. COORDINATION AND REPRESENTATION: 15 %

- Meet with relevant USAID, UN, NGO, and consultant experts to share, receive and discuss information related to humanitarian assistance and humanitarian responses. She/he will attend all relevant inter-agency meetings in the area. Additional responsibilities include:
- Representing BHA at weekly and monthly inter-agency meetings coordinating relief activities.
- Regularly meeting with BHA's direct partners as well as UN agencies and their implementing partners.
- Serve on technical evaluation committees to review proposals for new programs and suggested modifications to current ones
- Establish synergies amongst BHA partners and between them and other partners from the US Mission, and from other counterparts as necessary.

2. GRANT MANAGEMENT 35 %

- Travel frequently to the deep field to collect primary and secondary data about

- Humanitarian assistance and humanitarian response in DRC, including views of beneficiaries.
- Humanitarian assistance needs in new disaster areas, including background and relevant contextual information
- Regarding COR/AOR responsibilities: at present, we are not in a position to say the Program Specialist will be an AOR/COR. She/he will definitely be a project manager and conduct monitoring of these and future grants.
- Recommend approval of key personnel for programs
- Perform accrued expenditure calculations and funds pipeline analyses.

3. MONITORING AND EVALUATION 15 %

- The specialist reports daily to BHA's Senior Regional Program Officer about field observations, highlighting changes in needs, issues, and response from aid agencies.
- The quality of implementation of BHA-supported humanitarian activities, especially the effectiveness of humanitarian aid.
- Report findings of field monitoring visits and meetings to BHA and implementing partners, including recommendations to resolve issues that need to be addressed and other ways to improve programming.
- In the field, the specialist will communicate both positive and negative observations about BHA-funded activity implementation.
- Work closely with PSPM team on sectors and Monitoring & Evaluation.

4. INFORMATION MANAGEMENT AND REPORTING 35%

- Participate in BHA planning and strategy sessions and obtain background and information needed to guide USAID/BHA strategy for DRC and annual work plans. The PMS shall as needed, assist BHA in East and Central Africa in any overall regional program strategies; and other reports as required
- Interact with the other USAID team members, the U.S. Embassy, donors, government, and the regional BHA office.
- Provide ad-hoc reports requested by Mission management and USAID/Washington.

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.

"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10 hours/week of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable."

2. Supervisory Relationship

The Regional Humanitarian Advisor is the direct supervisor.

3. *Supervisory Controls*

Supervising one Driver.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Bachelor's degree or local equivalent in International Relations, Public Administration, Political Science, Law, International Humanitarian Affairs or related field.

b. **Prior Work Experience:** At least five years of progressively managing humanitarian response and programs in a context similar to DR Congo. Knowledge of eastern DR Congo is an added value. Work experience with UN humanitarian agencies or BHA partners, and ability to handle complex tasks and projects are qualifying factors.

C.Language Proficiency: Fluent (Level IV) English language proficiency is required. Fluent French Level IV is required and fluency in Kiswahili.

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 principles and ethical implementation of international development and relief.
- Knowledge of and experience in applying methods of collecting and analyzing information,
- Knowledge of humanitarian service delivery

Skills and Abilities (50 points)

- Demonstrated high-level analytic, activity management and written and oral presentation skills. Including informal, participatory, qualitative and quantitative methods.
- Ability to work in teams.
- Demonstrated ability to take initiative and be proactive
- Strong interpersonal skills.
- Competency in Excel and Word computer skills

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.

“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified

CCNs, only then will USAID evaluate TCN offers.”

IV. SUBMITTING AN OFFER

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter ONLY** by email to usaidhrkinshasa@usaid.gov by **November 29 , 2024** using the email subject line: “**72066025R10002 USAID Project Management Specialist (Disaster Management)**”. 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): 13th month bonus; 14th 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
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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</i>	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/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.

6. **FAR Provisions Incorporated by Reference**

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUNE 2023

END OF SOLICITATION