



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066025R10003

ISSUANCE DATE: October 23, 2024

CLOSING DATE/TIME: November 20, 2024 at 17:00 (Kinshasa Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - *Local Compensation Plan*) – USAID Development Assistance Assistant, 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 may 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 women and 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 the Attached 1.

Sincerely,

Digitally signed by CLINTON
JAMES BRANAM
Date: 2024.10.21 12:25:13 +01'00'

Clint Branam
Contracting Officer

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Mobil Building
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066025R10003
2. **ISSUANCE DATE:** October 23, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 20, 2024 at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** *USAID/DRC, Executive Office/Human Resources Unit*, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** **USAID Development Assistance Assistant**
6. **MARKET VALUE:** Equivalent to FSN-9. 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 June 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 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 Development Assistance Assistant is an integral member of the Program Office of USAID/Democratic Republic of the Congo (DRC). S/he manages office-wide administrative functions in support of program implementation. S/he is responsible for ensuring the timely provision of high quality administrative and logistical support services to USAID/DRC. S/he will

also provide project management support for USAID/DRC Program Office's team members, including in award management; monitoring, evaluation and learning (MEL) of activities; performing gender-related tasks; maintaining applicable Program Office reporting databases and trackers; tracking results and performance management plans (PMPs); initiating GLAAS actions; tracking budgets, obligations, expenditures, accruals, and pipelines; planning, preparing and/or providing technical input to procurement actions, including but not limited to statements of work (SOW), program descriptions (PDs), and supporting Program Office management and technical staff. The incumbent will also assist the Program Office Knowledge Management Team to ensure that program activities contribute to the overall goals of the Mission and Agency and integrate gender equity and support for marginalized populations throughout the Program Cycle. This individual will also be an alternate (backup) Agreement/Contract Officer's Representative (A/COR) and/or activity manager for the mission MEL or localization focused contracts and mechanisms as needed.

S/he works under the Program Office Director, and closely with the administrative assistant. This person will liaise with all appropriate USAID/DRC technical and support offices to ensure applicable work activities move forward in a timely manner. S/he possesses a thorough understanding of development program management functions and is able to manage and prioritize multiple, time-sensitive tasks. S/he must perform a comprehensive range of programmatic, administrative, financial, logistical, and information functions in support of USAID/DRC's mandate.

2. Statement of Duties to be Performed

1. Administrative Duties and Responsibilities (50%)

- Manages all administrative duties for the office including reception, clerical, and general secretarial functions, such as support for Program Office staff on travel and logistical tasks. In particular, manages the USAID/DRC Office stock of expendable supplies and orders office supplies as needed. Ensures staff and offices are equipped with necessary furniture, expendable supplies, computers and other office equipment. Coordinates with USAID/DRC Executive Office in negotiations for a variety of services for USAID outside of ICASS - this would include, but not limited to, rental of temporary housing, conference or training rooms, catering events, rental of vehicles in support of a surge requests, travel services contractor for expediting support, visa courier, airlines rates, etc. Manages logistical support for new and incumbent staff members, high-level visitors/delegations and temporary duty staff (TDYers) including charter/UN/Military flights, for workshops and conferences. Prepares all documentation for official visitors – obtaining the necessary travel passes/permits, hotel reservations, transport and administrative support as needed.
- Provides key support on other staff- and procurement-related tasks within the Program Office. Serves as a member of Technical Evaluation Committees (TEC) for DRC procurements. Analyzes submitted vendor vouchers for DRC procurement actions by verifying that all appropriate documentation and regulations were adhered to and work completed prior to submitting to the Office Financial Management (OFM) for payment.

2. Project Management Duties (30%)

- Serves as AOR/COR/Activity Manager for Program Office managed mechanisms as needed. Assists other AORs/CORs in maintaining close contact with implementing partners and key personnel. This entails assisting in the development of work plans, learning plans, and review of calendars of activities; monitoring activity implementation by means of meetings with implementing entities, site visits, and analysis of partners' quarterly and monthly reports; preparing procurement documents as required: scopes of work, action memoranda, justifications, waivers, and financial management documents; performing accrued expenditure calculations and funds pipeline analyses; providing administrative approval of vouchers for reimbursement of implementer expenditures; and monitoring close-out of projects and proceeds with necessary actions (as de-obligation of funds) to complete the close-out process.

3. Knowledge Management Duties (20%)

- Assists AORs/CORs to manage program/activity/project/development-related data. This includes assisting in monitoring objective indicators, ensuring quality control, supporting data collection and reporting, tracking and analyzing targets against actual results/performance, drafting performance evaluations, providing input to portfolio reviews, preparing Performance Monitoring Plans, maintaining applicable Program Office reporting databases and trackers, and serving as a technical support for the program evaluation processes and developing new MEL approaches.
- Assists MEL specialists in preparing the annual Performance Plan and Report and identifies lessons-learned and best practices. Collects and monitors data from IPs, prepares program/project status reports, processes Mission Concurrence requests, and provides information on progress in achieving compliance and results for DRG activities, as needed.
- Backstops Gender Specialist with gender-related tasks, including collaborating closely with technical teams to maintain comprehensive information at the Mission-level on USAID programs that integrate gender, maintain updated gender disaggregated data, and develop and maintain gender-related factsheets.

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.

Supervisory Relationship: Works under the supervision of the USAID/DRC Program Office Director.

Supervisory Controls: None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. **Education:** At least two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university in Public or Business Administration with emphasis in general business management or in Information Management) or a relevant field is required.
- B. **Prior Work Experience:** A minimum of three (3) years of progressively responsible demonstrated administrative experience. Performance is required in areas of general administration with proven skills in management, supervision, and leadership.
- C. **Language Proficiency:** Incumbent must be proficient in both English and French (Level IV), speaking and writing. Will be tested.

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 (30%)**

Knowledge of management principles, techniques, and practices preferred. Must have a good knowledge of, or the potential to acquire knowledge of, USAID policies, regulations, methodologies, and documentation. Must have knowledge of generally accepted business management principles and have an understanding of DRC Government laws, regulations (taxation, labor, procurement, and social security), and local business practices. Must possess knowledge on management of Information Technology and Communication systems.

Skills and Abilities (70%)

The Incumbent must possess adequate skills which demonstrate a keen interpersonal ability and have proven leadership, supervisory and administrative management ability; Must have strong intellectual and conceptual skills needed to accomplish office goals in a fast-paced environment; Strong management skills are required to develop and implement administrative activities involving technical assistance and training; Must be able to obtain, analyze and evaluate data of complex nature to prepare factual and analytical reports as required. Must have strong computer, communication and information management skills. Must have the ability to effectively, and often independently, advocate office management and policy positions with senior management and other USAID employees. Must be an adaptive employee able to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures. Incumbent must be a self-starter with strong organizational skills and a customer service mentality.

Satisfactory Professional Reference Checks-Pass/Fail**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 by **November 20, 2024** using the email subject line: **"72066025R10003 USAID Development Assistance Assistant"**. 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; 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 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)	QUANTI TY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - 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>
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.

ATTACHMENT 1

72066025R10003

6. FAR Provisions Incorporated by Reference

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

JUN 2023

END OF SOLICITATION