

SOLICITATION NUMBER: 72066025R10009
ISSUANCE DATE: December 17, 2024
CLOSING DATE/TIME: January 14, 2025 at 17:00 (Kinshasa Time)

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

Claudia Houndje

Contracting Officer

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: USAID 2220 Kinshasa Place Dulles, VA 20189-2220	Tel: (+243) 81 700 5701 https://www.usaid.gov/democratic-republic-congo
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066025R10009
2. **ISSUANCE DATE:** December 17, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 14, 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 Program Specialist (Budget Coordinator)**
6. **MARKET VALUE:** Equivalent to FSN-11. 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 USAID Development Program (Budget Coordinator); is a senior Foreign Service National (FSN) position serving as a budget management expert, providing leadership in designated technical focus areas in the formulating, managing, analyzing, and reporting of program budget and financial information for the USAID Mission in the Democratic Republic of the Congo (DRC)

and regional Operating Units, including the Central African Republic (CAR) and USAID Central Africa Regional.

The Specialist guides all aspects of annual program budget formulation and plays a key role in the preparation of major budget planning and reporting processes, including the Mission Resources Request (MRR), the Congressional Budget Justification (CBJ), the Operational Plan (OP), and Country Bureau Narrative (CBN), among others. The Specialist oversees all steps of program budget execution, coordinating with technical offices and the Office of Financial Management (OFM) to ensure funds are obligated and made available for activities in accordance with approved operational plans. He/she is responsible for all reporting and analyses related to the Mission program budget. The incumbent of this position is the FSN expert on policies, regulations, and processes related to budget management. He/she advises, supports, and collaborates with the Mission's personnel, particularly technical offices, the Program Office, OFM, and Mission leadership, guiding staff on required budgeting procedures throughout the program cycle. He/she will supervise one budget specialist.

The Specialist will also have design and activity management responsibilities for an award that aims to build the capacity of local organizations to promote USAID's Policy Framework and localization targets. He/she will be the Agreement Officer Representative/Contracting Officer Representative (AOR/COR) or alternate and will be responsible for all aspects of monitoring and award management for this mechanism.

He/she is expected to establish effective working 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. He/she is expected to become knowledgeable in USAID policies, procedures, and regulations, including the substantive and administrative elements of USAID's development assistance.

2. Statement of Duties to be Performed

Budget Management and Analysis: 40%

- Guides the Mission in all aspects of the program budget formulation and execution for designated technical areas, coordinating major budget planning processes in coordination with the Department of State and other agencies operating at the U.S. Embassy, as well as with USAID/Washington. This includes devising program budget inputs for the annual Operational Plan, Mission Resource Request, Congressional Budget Justification, Congressional Notifications, and other program budget planning processes in alignment with defined Mission Development Objectives and country and regional development strategies, engaging technical teams and advising Program Office and Mission leadership to recommend funding levels and decisions.
- Drafts amendments to Development Objective Grant Agreements (DOAG) for the obligation of funds authorized in the Operational Plan and prepares fiscal data for funding actions, verifying that all pre-obligation requirements are met, and plans and submits field support requests for buy-ins into centrally managed implementing mechanisms.

- Performs analysis on host country annual budgets and host country strategic plans, advising the Program Office and Mission Leadership and facilitating Mission engagement on host country-led international development coordination processes, responding to data calls from entities of the host country government with the required data and analysis, and managing the Development Objective Grant Agreement process.

Additional Assistance to Program Office: 40%

- Monitors partner implementation and progress ensuring that technical office and front office needs and expectations are fulfilled and USAID/DRC makes progress towards localization targets.
- Provides supervision and on the job training to a budget specialist. Prepares work objectives and conducts annual performance evaluations for the budget specialist.

Budget Reporting: 20%

- Develops and manages a system of tracking the Mission's current-year Operating Year Budget (OYB). In conjunction with OFM, participates in Quarterly Financial Reviews, conducts Mission pipeline reviews, and tracks the status of follow-up actions. Manages the Mission Budget Tool, the Mission's internal financial management tool, with current and accurate information on implementing mechanisms, funding allocations, obligations, expenditures, pipeline, and mortgage levels. Advises technical teams in the correct use of the tool. Provides analysis of program budget pipelines, expenditures, mortgages, and historic trends to technical offices and Mission leadership for consideration in budget formulation and execution decisions and development strategies.
- Maintains up-to-date summaries and records of relevant budget and other financial information (past and present) for use in internal and external briefings on USAID assistance. This includes maintaining up-to-date and accurate official files on Mission allowances, obligations, expenditures, and pipeline data, as well as complete files of major program documents, including bilateral grant agreements and their amendments and other program financial documents in accordance with Mission filing policies. Ensures that electronic files are regularly maintained.
- Responds to regular, complex data calls and budget-related requests from USAID/Washington, Mission leadership, and the Department of State.

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: The incumbent will work under the direct supervision and mentorship of the Supervisory Program Officer, the Budget Team Leader, and the Senior Program Budget Specialist and will consult with the rest of the Program Office and Mission staff as needed. A high degree of collaboration with Mission technical teams is required to successfully perform duties and responsibilities.

Supervisory Controls: Incumbent will supervise a budget specialist

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS 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:** Five years of closely related professional experience is required. This includes experience in budgetary and financial analysis or project management, as well as familiarity with development programming terms and implementation relating to USG programs and USG priorities.
- 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 (50%)

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

Skills and Abilities (50%)

Computer literacy in Word, Excel, PowerPoint and the Google suite is necessary. Strong writing and presentation skills. Demonstrated ability to prepare precise and accurate budget reports for use in decision-making. Demonstrated ability 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. 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.

This role requires the ability to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures. As a senior leader role, the incumbent must demonstrate an ability to coach and mentor staff, provide strategic direction and lead on processes and tasks.

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 **January 14, 2025** using the email subject line:

“72066025R10009 USAID Development Program Specialist (Budget Coordinator)”. 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.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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END OF SOLICITATION