



SOLICITATION NUMBER: 72066025R10014

ISSUANCE DATE: December 19, 2024

CLOSING DATE/TIME: January 31, 2025 at 17:00 (Kinshasa Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Budget), 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.:** 72066025R10014
2. **ISSUANCE DATE:** December 19, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 31, 2025, 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 Project Management Specialist (Budget)
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 Project Management Specialist (Budget) is located within the Health Office and reports to the HIV/AIDS Section Chief/Team Lead.

The Specialist serves as a subject matter expert on the full range of USAID Health Office budget activities. The Specialist is responsible for leading or performing a wide array of budget actions for the entire Health Office portfolio, including budget planning, development, implementation and monitoring of complex, multi-million-dollar health initiatives, a large portion of which includes President's Emergency Plan for AIDS Relief (PEPFAR) funds. The Specialist provides senior level guidance to Health Office and other Mission colleagues related to all budget and financial components of the Health Office portfolio and liaises closely with the PEPFAR team in USAID/Washington on PEPFAR-funded activities. The Specialist also plays a primary role in coordinating financial aspects of Health Office and other Mission reporting requirements.

2. Statement of Duties to be Performed

Budget Planning and Direction (45%)

- Serves as subject matter expert in leading the Health Office Team in the preparation of annual and multi-year office budgets and ensures program budget planning and development is aligned with Mission and PEPFAR strategy and cross-cutting priorities.
- Provides extensive advisory services to a wide array of stakeholders including project managers, USAID/Washington PEPFAR team as well as other USG agencies implementing PEPFAR funding and implementing partners to ensure annual multi-million-dollar USAID budgets are aligned with USAID priorities in the host country.
- Analyzes budget guidance from a variety of sources, and guides Health Office and Mission leadership to ensure adherence.
- Provides the appropriate fiscal data to be used for new and existing projects.
- Advises the Health Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type and duration.
- Makes recommendations to the Teams regarding appropriate contractual and financial actions.
- Compiles budget information, project obligation materials and budget scenarios in conjunction with the Office of Financial Management (OFM).
- Coordinate closely with USAID/Washington PEPFAR team on PEPFAR-funded activities to ensure Health Office budget planning and direction aligns with PEPFAR goals and guidance.

Budget Implementation, Monitoring and Analysis (40%)

- Ensures health program budgets adhere to agency requirements, (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).
- Updates uncommitted balances regularly and provide technical and programmatic recommendations to Health Office management on the use of un-sub-committed balances for new or ongoing activities.
- Tracks obligations, outlays, accruals and pipeline and ensure their conformity to action plans, budgets and U.S regulations, as well as PEPFAR guidelines.

- Analyzes existing financial data, including pipelines, disbursements, accruals and forecasted expenditures to inform the budget formulation process.
- Prepares field support budget requests, in coordination with the Technical Teams
- Develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions.
- Serves as Health Office subject matter expert (SME) for GLAAS.

Reporting

- Provides guidance and coordinates Health Office contributions to a variety of plans and reports, including PEFAR Country Operational Plan (COP), Congressional Budget Justification, Mission Resource Request (MRR), and Performance Plan and Report (PPR).
- Organizes and coordinates Health Portfolio Reviews and assists in preparing the necessary document and presentations for Mission Portfolio Reviews. Helps track and follow-up action items from the portfolio reviews.
- Identifies existing and potential program implementation and management problems as evident from tracking efforts and work with respective program managers to resolve problems/take corrective action.
- Serves as a key liaison with the Mission's Program Office (PRO) responding, on behalf of Health Office, to regular and ad hoc reporting and programmatic requests.

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 Specialist reports to the HIV/AIDS Section Chief/Team Lead. The Specialist is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgement in discharging the duties of the assignment.

Supervisory Controls: Position is non-supervisory.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. **Education:** A bachelor's degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health or related field is required.
- B. **Prior Work Experience:** Five years of progressively responsible work in financial management, budgeting, accounting, and/or audit and compliance. At least two years must be related to preparing and/or monitoring development project budgets and expenditures. Must have experience working with USG, implementing partners, host country government, and/or another international donor organization.
- 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%)

Senior-level knowledge of professional accounting principles, theories, practices, procedures, and regulations, including the principles and accepted practices of federal governmental and/or business financial accounting, budgeting, and reporting. Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives. Working knowledge of Federal agency regulations, USAID and PEPFAR policies and procedures, especially as related to budget and financial management. S/he must be intimately familiar with HIV/AIDS prevention, care and treatment activities to accurately price and track activities and commodities.

Skills and Abilities (70%)

Expert-level skills in financial management and budgeting are required. Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing. Skilled attention to details and ability to ensure accuracy of documents, analyses, and reports. Good interpersonal skills, including ability to communicate effectively both orally and in writing. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**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 31, 2025** using the email subject line: **"72066025R10014 USAID Project Management Specialist (Budget)"**. 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/OGES%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