

**SOLICITATION NUMBER:** 72066025R10013  
**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 (Supply Chain), 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 <a href="https://www.usaid.gov/democratic-republic-congo">https://www.usaid.gov/democratic-republic-congo</a>
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066025R10013
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](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Supply Chain)
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 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 – Supply Chain (the "Specialist") provides programmatic and technical support on health logistics and supply chain management programs. S/he will serve as a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager supporting health logistics and supply

chain activities. The Specialist provides technical guidance to Health Office staff and leaders, the broader USAID Mission, implementing partners (IPs), the host government, and represents USAID with the interagency, in technical working groups, and other fora.

The Specialist is a key member of Health Office, Health Systems Strengthening (HSS) Team. The incumbent reports to the designated Team Leader and has no formal supervisory responsibility.

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

### **Program Management**

- Serves as a COR/AOR and/or Activity Manager for health logistics and supply chain programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of U.S. Government (USG) funding.

### **Technical Guidance**

- Shares best practices among USAID, USG and other stakeholders to strengthen health logistics and supply chain systems improvement.
- Provides technical guidance to the host country government in coordinating health supply chain systems support, supply planning, forecasting, quantification and programming.
- Provides input to the USAID Mission and host country government on strategic decisions and policy formulation to strengthen supply chain management, including transparency and accountability.
- Provides technical guidance and coordination to Health Office colleagues to ensure development of key systems that effectively integrate across the entire health portfolio.
- Provides guidance to Health Office colleagues to monitor the achievement of milestones of IPs supporting health logistics and supply chain system implementation.
- Supports host country efforts to ensure health supply chain systems fully integrate with key commodity management and information systems that will allow end to end data visibility.

### **Representation and Reporting**

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, and in consultations with other social sector donors, government officials, and IPs.
- Represents supply chain issues in interagency discussions involving senior leadership from USAID, CDC, other interagency partners, the PEPFAR Coordination Office and the U.S. Embassy.
- Represents supply chain issues to senior host country officials to ensure strong coordination and accountability by all relevant actors in the supply chain system.

- Contribute to key annual and mid-term planning reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Prepare ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.
- Provides feedback to the Office Chief, Mission Director, Ambassador and others, as required about prepared talking points and/or speeches, and supports the preparation of briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Coordinate with USG agencies in on HIV and related commodities management to guide and oversee procurement via the current USG supply chain mechanism. This includes forecasting, quantification, and procurement of commodities, such as antiretroviral and anti-tuberculosis medicines, male circumcision kits, devices and supplies, and HIV test kits, as needed for the implementation of the overall health portfolio and to ensure adequate stock monitoring at site and above-site levels.
- Participate in workshops, special committees, and other fora as a technical advisor on logistics and supply chain management.

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 general supervision of the Project Management Specialist - Supply Chain Management Specialist. Assignments are made orally and in writing, with a discussion of overall objectives and expected results to be achieved. The supervisor assigns specific tasks, provides suggested approaches to consider and reviews completed reports and assignments. Achievements are regularly reviewed, and feedback provided.

*Supervisory Controls:* This position has no supervisory responsibilities.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- Education:** Bachelor's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, health systems, infectious diseases, zoonotic disease, pharmacy, biology or other quantitative discipline, or the local equivalent, is required.
- Prior Work Experience:** A minimum of three (3) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring and evaluating health supply chain performance improvement activities, including supply chain management, logistics, health commodities management, rational drug use, and/or another closely related

area. Experience collaborating with and/or working for key donors, development partners, or NGO is required.

- 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 %)**

Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the host country, including but not limited to procurement, warehousing and distribution, receipt and ordering of commodities, supply planning, quantification, and/or use of supply chain management information and management systems. Knowledge of donor engagement in supporting health systems strengthening efforts and health commodities.

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

Project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities.

Excellent communication skills both orally and in writing, especially in being able to present information, analyses, and recommendations to individuals with non-technical background.

Ability to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures. Ability to work both independently and as part of a team. Ability to negotiate difficult issues and build consensus to achieve results with a wide range of individuals. Excellent computer and software skills including ability in excel, SPSS, STATA, R and/or other analytical databases.

**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](mailto:usaidhrkinshasa@usaid.gov) by **January 31, 2025** using the email subject line: **"72066025R10013 USAID Project Management Specialist (Supply Chain)"**. 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): 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 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 ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTI TY (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: 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](mailto: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**