



**SOLICITATION NUMBER:** 72066020R10012

**ISSUANCE DATE:** August 26, 2020

**CLOSING DATE/TIME:** September 23, 2020 at  
17:00 (Kinshasa Time)

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Combating Wildlife Trafficking), 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 will not be considered. Offerors should retain copies of all offer materials for their records.

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 information.

Sincerely,

/S/

Priscilla Sampil  
**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:  
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2220 Kinshasa Place  
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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066020R10012
- 2. ISSUANCE DATE:** August 26, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 23, 2020, at 17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** Christiane Lemba at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist (Combating Wildlife Trafficking- CWT)
- 6. MARKET VALUE:** Equivalent to **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo. Final compensation will be negotiated within the market values.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **February 2021** or earlier if required clearances are obtained. The services provided under these contracts are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo (DRC) 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:** Regional Security Office Clearance

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

The Senior Combating Wildlife Trafficking Specialist position is based in the Central Africa Regional Program for the Environment (CARPE) Office and reports to the Senior Technical Advisor. This position is critical to carrying out activities in the mission that support actions to combat illicit trade of wildlife in the region, including strengthening capacity for investigations and prosecutions within the different countries of the region, and developing border controls at key airports, ports and border crossings, and facilitating central African countries' participation in international law enforcement networks. The incumbent represents CARPE on Counter Wildlife Trafficking (CWT) issues at technical, policy and strategic planning meetings, including meetings with government agencies, collaborating partners and other donors. The job holder is required to perform work-related travel.

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

### 1. Project and Activity Management: (45%)

Serve as Contracts Officer Representative (COR)/Agreement Officer Representative (AOR) and/or Alternate COR/AOR for activities in the CARPE portfolio with a focus on CWT. Also serves as Activity Manager for CWT related portions of relevant activities and TDYs. Provide administration and oversight for these agreements and contracts, including monitoring activities through site visits and the review of work plans and progress reports; tracking expenditures and financial accruals against obligations; preparing funding documents; and reporting program results. Ensure that multiple implementing partners and activities are coordinating, exchange lessons learned and advancing CWT in the region in a comprehensive, strategic manner. Prepare statements of work and support development of procurement documents, assist in procurement processes, including supporting Technical Evaluation Committees, and responding to Requests for Information for planned procurements. Prepare online requests for procurement actions. Monitor and evaluate performance of contractors, grantees, implementing partners, and other specialists. Provide technical guidance regarding program management and overall technical vision. Coordinate the management of electronic and paper file systems with administrative support staff.

### 2. Liaison/Networking/Partnership: (25%)

Serve as a focal point for CWT issues during government, donor and/or development partner discussions and negotiations, covering a broad range of activities in Central Africa at both country and regional level. Serve as a well-informed point person who is able to maneuver throughout the range of ministries and government counterpart offices in order to ensure successful project approval and implementation, and to maintain good working relationships between government, USAID and implementing partners. Respond to inquiries from governments and partners, and provide clear and concise written reports on topical issues as needed. Brief Agency officials when coordinating with the regional partners, other US Government agencies, donors, non-government organizations, and interested stakeholders. Represent CARPE on agency and interagency committees and working groups relating to CWT. Maintain effective communication to build strong external networks and partnerships. Liaise with relevant regional organizations, including ECCAS, COMIFAC, CBFP and others as appropriate, to ensure USAID programs are aligned with and support regional efforts.

### 3. Project/Activity Design and Planning: (10%)

Substantial reliance will be placed upon the employee's professional acumen and judgment, and his/her advice will be sought on important and sensitive matters; in comprehensive program planning, s/he will participate actively in the planning process. S/he will track USAID and other USG policy and strategies related to CWT, and ensure that new and ongoing activities are aligned with these. S/he will assist in the preparation of, and coordinate review of, program planning documents such as concept papers, project appraisal document (PAD), assistance checklists, and other needed planning documents for the CARPE. Coordinate review of these documents with other offices, including the Regional Legal Officer and the Program Office. Track and monitor the review and preparation of documents for signature.

4. Administration, reporting and outreach: (20%)

Prepares reports of the results of CARPE's CWT work across the portfolio on an annual basis or as required. Responds to requests for information from a variety of internal and external audiences; prepare a variety of CWT reports; prepare briefing documents; and assist the Development Outreach and Communications Officer respond to press inquiries, press releases and speeches. Carries out administrative tasks as needed to ensure CARPE runs smoothly and efficiently. Performs other related duties beyond those mentioned to support Mission public relations objectives.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship:*

The Specialist will be supervised by the CARPE Senior Technical Adviser

4. *Supervisory Controls:*

The position has no supervisory responsibilities.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines basic eligibility for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

**a. Education:** Bachelor's degree or equivalent (minimum 4 year university) in Environmental Science, Agronomy, Biodiversity Conservation, Law, Criminology or a comparable relevant field of study.

**b. Prior Work Experience:**

A minimum of 5 years of mid- to senior-level professional experience in Counter Wildlife Trafficking, at least two years of which should have been working with or for an international NGO, donor agency, regional institution, or international company.

**c. Language Proficiency:** Fluency (Level IV) in both English and French languages is required.

## 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>.

### **QUALITY RANKING FACTORS (QRF):**

#### **JOB KNOWLEDGE (40 points)**

- Strong knowledge of the concepts, principles, techniques, and practices of biodiversity conservation in general and counter wildlife trafficking, including experience of investigations, prosecutions and border controls.
- General knowledge of the Central African environmental, economic, political, social, and cultural context. Knowledge of the policies and regulations of Central African governments and regional institutions related to CWT, as well as the constraints to the implementation of these policies and regulations.
- Familiarity with (or capacity to learn about) relevant U.S. Government legislation, programming policies, project design methodology, procedures, and documentation related to international environmental programs and activities.
- Knowledge of project design and management (including budgeting).

#### **SKILLS AND ABILITIES (30 points)**

- Must be able to take technical information and present objective and user-friendly oral and written presentations that aim to inform decisions related to CARPE's activities.
- Strong analytical and conceptual skills to identify wide-ranging key program issues and establish and evaluate relevant data and to maintain contacts with high-level officials in Central Africa, private sector partners, and donors.
- Must be able to develop additional contacts and maintain an extensive range of discussions with senior level business and government officials and with community leaders for the purpose of obtaining or verifying information which is not otherwise available.
- Must be able to exercise his/her responsibilities and to plan and execute work assignments, which requires that the incumbent be a skilled communicator, be able to work under pressure, produce results quickly, and be able to predict issues of concern and recommend remedial measures.
- Must have strong communication, interpersonal, and leadership skills and the ability to prepare and present factual and interpretative reports that address complex subject matter in appropriate written and oral formats.
- Computer word processing (MS Word), presentation (MS PowerPoint) and spreadsheet (Excel) skills and internet skills are essential.

#### **PRIOR WORK EXPERIENCE (30 points)**

Previous experience must include working independently, exercising judgment and providing solid analysis leading to sound technical decision-making on counter wildlife trafficking or related activities.

#### **Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**

**Total Possible Points: 100 points**

## SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum required qualifications will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

The evaluation and selection criteria of the selected candidate will be based on a review of Quality Ranking Factors (QRF) listed above. The applicants who obtain the highest score based on the criteria defined will be interviewed either in person or by telephone at USAID's discretion and may also be required to pass a written test (depending on the TEC Chairperson's decision).

Professional references and academic credentials will be evaluated for offerors being considered for selection. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

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

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/>
2. Offers should also include a supplemental document of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge, Skills and Abilities and Prior Work Experience).
3. Offers must be received by **September 23, 2020 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted ONLY via [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) and the email subject line must say :**72066020R10012 USAID Project Management Specialist (CWT)**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS: 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 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](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 ITEM**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (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: <i>R497</i> - 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>

**END OF SOLICITATION**