



SOLICITATION NUMBER: 72066020R10013

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 (Private Sector), 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

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066020R10013
- 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
- 5. POSITION TITLE:** USAID Project Management Specialist (Private Sector)
- 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 Private Sector Specialist (Specialist) is an integral member of the CARPE (Central Africa Regional Program for the Environment) office of USAID/Democratic Republic of the Congo (DRC). The Specialist's primary responsibility is to support private sector engagement initiatives that will contribute to CARPE's conservation and biodiversity objectives. S/he will work directly with government actors, private sector contacts, donors, and other development stakeholders to help develop, refine and advance private sector participation (PSP) and public-private partnerships (PPPs) related to conservation-linked policies, principles and goals, applying a high degree of autonomy in selection of work methods. The specialist will help lead the development, design, implementation, processing, negotiation and administration of projects with a focus on PPPs or PSP with a conservation lens and including sectors such as power, energy, agriculture, mining, health, education, environment, civil society and governance. The specialist will also provide technical input to procurement actions and projects, including but not limited to statements of work (SOW), program descriptions (PDs), global development alliances (GDAs). S/he requires a strong

private sector background as well as timely decision making, judgment in planning and carrying out tasks, and strong interpersonal, organizational, and teamwork skills.

2. *Statement of Duties to be Performed*

USAID's strategy for integrated, transformational development in DRC seeks to leverage private sector involvement in development activities to improve the social and economic conditions in the DRC and deepen USAID's development impact. The private sector plays an increasingly critical role in shaping sustainable economic and social development. USAID engages corporations, local businesses, financial institutions, investment firms, private foundations and others as core partners in efforts to increase private sector support for conservation and biodiversity outcomes. By working together to jointly identify, define, and solve key business and development challenges, USAID and the private sector can build mutually beneficial partnerships that leverage respective expertise, assets, technologies, networks and resources to achieve greater impact for conservation and development.

The Specialist position is to serve as an expert within the CARPE Office on private sector growth and development. The incumbent will take an active, results oriented role in helping to increase PSP in the CARPE portfolio. The position will also provide technical expertise and support leadership, management, policy dialogue and coordination for the USAID/DRC's CARPE Office. This includes providing requested technical advice on private sector development issues and policies in DRC. The position is also responsible for developing and maintaining comprehensive knowledge of current economic growth issues and model networking best practices for establishing and maintaining professional working relationships with other USAID technical offices, key implementing partners, donors, local leaders, and private sector contacts. The Specialist will:

- a) Play a leading role within the CARPE team in tracking current and supporting the development of new PPPs in collaboration with other USAID offices (Education; Health; Office of Democracy; Human Rights; and Governance; Food for Peace; and Economic Growth), governments, private sector actors, donors and other development stakeholders. (25% of time)
- b) Network, build and maintain strong relationships with local and international private sector contacts, multilateral and bilateral development funding agencies, domestic and foreign universities, stakeholders in all levels of government, and other development actors. The Specialist will closely coordinate with the CARPE team to initiate new relationships between private sector actors and individuals and organizations involved in conservation. (25% of time)
- c) Help manage assistance program areas in the CARPE portfolio acting as the Contract/Agreement Officers Representative (COR/AOR) or Alternate COR/AOR for contracts and/or assistance mechanisms. (35% of time)
- d) Provide advice and counsel on necessary policy reforms to improve the business enabling environment for inclusive economic growth in areas related to CARPE's focus geographies. (15% of time)

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 Private Sector Engagement Advisor, or his/her designee.

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 Business, Economics, Finance, Trade and/or related fields required or Bachelor's degree or equivalent in Climate Change, Environmental Impact Assessment, Forestry, and/or related fields with specialization in private sector approaches.

b. Prior Work Experience: A minimum of five (5) years of prior work experience in private sector or business development/project management/trade positions building private sector partnerships, analyzing and coordinating programs in the field of economic development, private sector promotion, trade, finance, or international business is required.

c. Language Proficiency: High level of proficiency in both French and English (Level IV is required). This position will have a strong component for high level oral communication in both French and English. Specialist must be able to prepare complex papers documenting program activities and/or individual and/or team conceptualization processes, and other correspondence and materials in English. The Specialist must be able to fully participate in meetings and discussions conducted in English.

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)

- The incumbent requires a strong skill set in private sector development and demonstrated experience in building and managing private sector partnerships.
- A comprehensive knowledge is required of the concepts, principles, techniques and practices for the policy, technological and institutional factors constraining growth and diversification in the DRC economy, especially in the areas of trade, agriculture, power, and/or agribusiness.
- Appropriate understanding of issues constraining private sector development, transparent and efficient administration and implementation of business policies, as is that of financial institutions' operating practices, venture capital development, trade, marketing and sales of financial and savings products, loan guarantees, foreign direct investment, and international trade.
- Computer literacy in word processing, spread sheet preparation and analysis, project scheduling and data base management is required.
- The incumbent must have broad knowledge of current political, social, economic and strategic factors in DRC and an excellent understanding of the complexity of DRC organizational structure, bureaucracy and the reform processes which are on-going.

SKILLS AND ABILITIES (30 points)

- The Candidate must be a self-starter.
- Must be innovative and resourceful in dealing with the various components and stakeholders of this position. Must have a high degree of initiative and seek and persistently pursue opportunities both cooperatively and independently to achieve development outcomes.
- S/he requires highly astute communication, interpersonal, organizational, and networking skills.
- S/he must have strong quantitative and analytical skills as well as excellent written and oral communication skills.
- The Specialist must have the ability to work effectively in a team to meet tight deadlines that require researching and developing appropriate responses to requests from USG units, private sector, government actors, and other development stakeholders.
- The candidate must be persistent, yet have the patience to develop, nurture, and maintain long-lasting partnerships with private sector, governmental, and NGO contacts.

PRIOR WORK EXPERIENCE (30 points)

- Demonstrated experience building both international and domestic private sector partnerships. This can also include knowledge and experience in such areas as fostering of the business enabling environment, agribusiness, trade and investment, and access to finance.
- The incumbent should have a broad understanding of DRC's business environment and its relationships to DRC law, policy, and private sector operations.

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/usaaid-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 usaidthrkinshasa@usaaid.gov and the email subject line must say :**72066020R10013 USAID Project Management Specialist (Private Sector)**
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: 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 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
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	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>

END OF SOLICITATION