



**USAID**  
FROM THE AMERICAN PEOPLE

# DEMOCRATIC REPUBLIC OF THE CONGO

**SOLICITATION NUMBER:** 72066020R10008

**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) – Accountant (USAID), 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:  
Department of State  
2220 Kinshasa Place  
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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066020R10008
- 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:** Accountant (USAID)
- 6. MARKET VALUE:** Equivalent to **FSN-10**. 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 incumbent reports to the Chief Accountant and will be one of two Accountants serving as primary points of contact and accounting specialists in the Office of Financial Management (OFM) responsible for performing, administering and accounting for all financial related activities including; evaluating, recording and reconciling transactions, accounts analysis and generating reports from the financial accounting system- Phoenix. Develops quarterly accruals and performs the mandatory Sec. 1311 monthly review for the DROC Mission and its client operating units. In addition, s/he is largely responsible for and leads the formulation of budgets for assigned cost centers within the Mission's comprehensive OE budget and Program Support budgets totaling over \$30million.

The Office of Financial Management (OFM) portfolio has several accountable units that includes Central African Republic, Central Africa Regional Operating Unit, Republic of Congo, BHA.

OFM provides financial management services to these clients with cumulative FY 2019 development and humanitarian assistance of \$800 million.

The Accountant reviews, processes, and reconciles complex accounting transactions for a Program Budget of approximately \$300million and prepares program funding documents as related to upward/downward adjustments, de-obligation and re-obligations. S/he will coordinate an average of 7,000 accounting transactions, calculation and documentation of quarterly accruals with Technical and Support Offices. Reviews applicable government-wide accounting reports and reconciles disbursements from US Disbursing Offices. Also reviews and posts accruals to the accounting system maintaining the accuracy of data for project reporting. S/he is responsible to perform complex accounting and funds aging analysis of the Mission's pipeline, prepares pipeline and project status reports using MAPPR software.

The incumbent provides financial management support, assistance and guidance to Technical Offices, other Support Offices and senior mission management. Participate in delivering financial management related training in the mission.

The Accountant acts as Chief Accountant when necessary.

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

### **A. Core Financial Operations and Management of Phoenix Accounting System. 60%**

1. The Accountant's primary duties and responsibilities are to maintain and implement accounting policies and procedures for the operation of the financial systems, primarily Phoenix, and other required subsidiary systems for all appropriated funds allowed to the Mission. S/he safeguards the integrity of all financial data that pertains to the Mission.
2. Reviews records, evaluates, and reports on the correctness and completeness of Program Development & Learning (PD&L), OE and program financial transactions, and assists the OFM Financial Analysts in analyzing financial data from Phoenix and creating useful information that supports managerial decisions for USAID/DROC and its clients. The incumbent develops a comprehensive understanding of projects in his/her assigned portfolio to effectively analyze, evaluate, coordinate, and implement accounting procedures and actions. Review and analyze various project documents to develop a detailed understanding of project purposes as reflected in project documents, agreements and budgets.
3. The incumbent develops a comprehensive understanding of numerous laws, regulations, procedures and authorities that governs USAID operations and projects. S/he reviews and evaluates proposed financial actions, to ensure their validity and conformity with applicable laws and authorities, and to recommend approval or necessary corrections/modifications.
4. S/he designs and directs the establishment of effective control mechanisms and procedures to ensure the accuracy, consistency and timeliness of program & OE accounting activities. Such mechanisms/procedures relate to the obligation, earmarking, contracting and paying documents prior to posting in Phoenix; the posting of the fiscal information in Phoenix; and the generation and preparation of various accounting reports from Phoenix. Also, s/he

regularly reviews and develops measures for streamlining accounting procedures to speed processing times, ensure the accuracy and appropriateness of accounting reports.

5. The incumbent is responsible of monitoring and tracking transactions, providing certification of funds availability and administration of funds and requesting funding when necessary for upward adjustments. Also performs transfer of disbursement between appropriations and manages the 1311 Review of unliquidated funds for de-obligation.
6. S/he reviews inter- and intra-accounting, IPAC, transactions and journal voucher adjustments before posting to official records. S/he conducts periodic reviews to ascertain the validity of recorded obligations in accordance with legal requirements, provides funding data for all types of obligations via GLAAS, E2i, other systems or on paper documents.
7. S/he ensures accounting information, including assignment of proper class codes, and documentation meets Agency accounting requirements; Reviews and clears complex committing documents such as Invitations for Bid, Host Country Contracts, Implementation Letters (ILS), Financial requests (FR), etc., for USAID/DROC. Since Implementation Letters (ILs) that commit funds have no set format, ensures that all essential elements of a contract are included and may participate in drafting the financial sections of ILs. S/he clears the Letter of Commitment (L/COM) for the USAID-financed portion, reviews payment terms for completeness and pays special attention in reviewing advance provisions, if any, to insure their propriety.
8. The incumbent follows-up and acts on outstanding reconciliation items and advances until cleared and/or liquidated. Also, s/he Provides guidance to Project Officers and assists them in preparing and completing accruals, 1311 reviews and the de-obligation/re-obligation and upward adjustment processes. On a regular basis, provides guidance and assists the Financial Analysts and Project Officers in determining the appropriate documents and formats for any type of proposed procurement transactions.
9. The incumbent is responsible for ensuring the accuracy, timeliness, and documentation of quarterly project accruals. In collaboration with the Financial Analysts, provides guidance and support to all CORs and AORs in formulating accruals that accurately reflect liabilities at the end of each quarter. S/he ensures that accruals are provided by CORs and AORs, reviews accruals for support and reasonableness, and posts the accruals to the financial system in accordance with established deadlines.

**B. Reporting, Budget Formulation and Management.**

**40%**

1. The incumbent is responsible for developing budgets for Administrative Program Support (A&O), and OE funds ensuring their implementation for administrative and program support. This involves gathering important data for the development and the Mission submission of the annual budget request. In that capacity the incumbent obtains accurate information on workforce and other cost drivers to adequately support the budgets. All financial support will be gathered for the development of conclusive narratives used by other offices. Additionally,

the accountant will review and verify each line item in the budget to ensure proper EOCC classifications.

2. S/he provides Financial Analysts and Project Officers with information and guidance regarding the formulation and modification of budgets and transactions, establishes measures for tracking key activities in Phoenix and other tracking tools. Identifies information needs and gathers data by visiting project sites, meeting with individual Financial Analysts, Project Officers and Government of DRC representatives; and, attending project review committees and portfolio review meetings.
3. Prepares financial and management reports and liaises with various Clients (Mission, operating units, Embassy Management Offices, Host-Country Governments, International Organizations and a broad range of Development Objective Teams.) Develops internal ad hoc financial reports that are required by clients to efficiently manage their projects. Meets with the various clients to discuss their financial reporting needs, analyze the information needed, and then prepare tailored financial reports. To ensure management continues to receive the most appropriate financial reports, attends various meetings discussing information needs, and follows up with the technical staff and Mission management to ensure those needs are met.
4. Regularly reviews, analyses and evaluates project accounts to generate Phoenix or custom reports in support of the Quarterly Financial Reports.
5. The incumbent is responsible for the completeness and accuracy of the Mission's project reporting System (MAPPR). MAPPR is used to create pipeline and project status reports and to track program support expenditures. The incumbent maintains project mapping tables and project reference data within MAPPR, the Accountant produces quarterly pipeline reports and periodic project status reports for use by the Front Office, Technical Offices and Support Offices.
6. Assists and supports CORs and AORs in the preparation, adjustment and analysis of all related external accounting activities to ensure accurate reporting and financial management responsibility.

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:*

Work is performed under the general supervision and guidance of the Chief Accountant.

*4. Supervisory Controls:*

Exercises first-level supervision over Accounting Technicians and Voucher Examiners when those positions are conducting work within the incumbent assigned portfolio.

**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:** A University degree in Accounting, Business Economics, Business Management or other related fields is required.

**b. Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in accounting, budgeting, reporting and general financial management.

**c. Language Proficiency:** Level IV (fluent) in spoken and written English and French 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>.

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 below. 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.

**Quality Ranking Factors (QRFs):****Job Knowledge (60 points)**

Knowledge of applicable laws, regulations and procedures associated with USAID financial management is required. Good working knowledge of general accepted accounting principles, theories, and practices is required.

**Skills and Abilities (40 points)**

Must possess a high level of analytical skills. Must have the ability to apply sound independent judgment in the solution of financial problems. Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations. Must be skilled in the use of computer based analytical programs and the USG data management systems. Must be proficient in the design and use of spreadsheets and Microsoft word software. Ability to establish and maintain effective working relationships with all levels of personnel in USAID and the US Embassy, Local contractors, vendors, banking and other commercial enterprises, NGOs and various host country and client Governmental Departments. Must have strong writing skills and be able to collect and present facts and develop recommendations in a clear, concise manner to accounting and non-accounting personnel.

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

**Total Possible Points: 100 points**

**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 and Skills & Abilities).
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 :**72066020R10008 Accountant (USAID)**.
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**