



SOLICITATION NUMBER: 72066021R10012

ISSUANCE DATE: June 17, 2021

CLOSING DATE/TIME: July 15, 2021 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – Partner Liaison Security Specialist (PLSS), based in Kinshasa- Re- advertisement**

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 1.

Sincerely,

/S/

**Michele Maximilien
Contracting Officer**

Physical Address:
U.S. Agency for International
Development
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066021R10012
- 2. ISSUANCE DATE:** June 17, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 15, 2021, at 17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
- 5. POSITION TITLE:** **Partner Liaison Security Specialist (PLSS)**
- 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 market value.
- 7. PERIOD OF PERFORMANCE:** **Five (5) years**, estimated to start **o/a December 2021**. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory job performance, the continued need, and the availability of funds.
- 8. PLACE OF PERFORMANCE:** **Kinshasa, Democratic Republic of the 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*

USAID/Democratic Republic of Congo (DRC) is a large Mission managing three operating units (OUs) – the DRC, the Central African Republic (CAR), and provides oversight of programming in the Republic of Congo (ROC). The Mission is headed by a Mission Director, two Deputy Mission Directors, a Resident Legal Officer, and has thirteen offices: Program, Democracy and Governance, Economic Growth, Peace and Security, Health, Education, Food For Peace, OFDA, CARPE, Financial Management, Acquisition and Assistance and Executive Management. USAID/DRC implemented \$700 million in Fiscal Year 2018 development and humanitarian assistance across the three OUs. The Executive Office is responsible for providing a full range of management and administrative services required to support USAID/DRC as well as programs in CAR and ROC.

The Partner Liaison Security Specialist (PLSS) is a staff member of the Partner Liaison Security Unit (PLSU) and assists the Senior CCN PLSS in providing security support to the USAID Mission staff and Implementing Partners. Safety and security are serious issues in DRC. Serving as a de-facto Deputy for the Senior PLSU Team Lead, the incumbent is responsible for providing a high level of safety, security, and operational support to USAID Implementing Partners (IPs) in DRC, CAR, and ROC through proactive engagement including meetings, site visits, written communications, and SMS texts. This position is based in Kinshasa with frequent travel to program activity implementation sites throughout DRC, CAR, and ROC.

2. *Statement of Duties to be Performed*

Serving as an alter-ego to the S/PLSS, the incumbent will assist with monitoring critical security information and performing the full-range of safety, security, and operational activities responsive to USAID IPs. This includes but is not limited to:

a. Security Assistance, Monitoring and Management (60%)

- Provide security assistance and respond to USAID IP safety and security needs throughout DRC, CAR and ROC.
- Management of a cascade system to ensure all IPs are accounted for during emergency situations.
- Assists the Senior PLSS in developing security protocols and notification systems as they relate to emerging threats and emergencies.
- Manages and exercises a SMS notification system to warn IPs in security and emergency situations.
- Draft and distribute security communiqué's to IPs, USAID staff, and USAID/SEC.
- Draft the weekly activity reports reflecting IP reported safety and security incidents.
- Draft weekly activity report containing pertinent information regarding support provide to IPs and any security-related issues or concerns communicated by IPs.
- Draft DRC, CAR and ROC region-specific security reports and analyses on a weekly basis.
- Regularly updates a database of key personnel (Contractors, USAID Chief of Parties, Deputy Chief of Parties and Security Managers) of USAID partners. This database will include contact information and location of projects sites.
- Together with the S/PLSS, regularly reviews IP security plans and collaborates with IP security coordinators on matters related to security, risk, and evacuation plans and advises EXO and USAID senior management on the quality of security and risk management plans.
- Communicate with senior ranking government and non-government Security Officials on concerns and threats toward US and US related entities. Contacts include local and provincial leaders, government officials, Police Chief, senior military officer and various senior US officials.
- Accompanies the S/PLSS to conduct quarterly site visits with IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities to address any security concerns and obtain security-related information as it pertains to USAID IPs and projects.
- Serves as a liaison with USAID IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities, as needed.

- Maintenance and exercising of evacuation plans for USAID personnel.
- Encourage and assist IPs with the documentation and reporting of security incidents to the Office of Acquisition and Assistance (OAA), as needed, and developing a template for IPs to use for incident reporting.

b. Trainings and Briefings (40%)

- Assess needs and develop training programs/briefings for field operations that respond to an increasingly insecure environment for USAID Staff and IP personnel. Providing environment-specific security briefing to IPs.
- Meet and coordinate with newly arrived IPs to provide security briefings and facilitate IP participation in security training classes.
- Upon coordination with numerous contacts, sharing, analyzing, and disseminating timely and significant security related information/incidents to IPs.
- Research, organize and provide references and guidelines for effective standard operating procedures for USAID employees traveling and operating throughout the region.
- Attend/represent USAID PLSU at IP meetings within and outside of Kinshasa.
- Provide technical security expertise to IPs based on subject-matter-expert contact information to help ensure the implementation of successful USAID funded programs in high risk environments.
- Liaise with high level officials of DRC Military and Police Force within and outside of Kinshasa.

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 PLSS will serve under the general supervision of the Supervisory Executive Officer and will receive direction from and report to the S/PLSS.

4. Supervisory Controls

This is a non-supervisory position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required 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: Successful completion of a four-year university degree from an accredited institution in International Relations, Law, Security Management, Business, Social Science or Public Administration, is required.

b. Prior Work Experience: A minimum of five years' experience working in international post conflict and/or post disaster programs for development, emergency relief, physical and operational security, humanitarian assistance or reconstruction is required.

c. Language Proficiency: English Level IV and French Level IV. At least one national language.

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 Quality Ranking Factors listed below will be the basis for evaluating and ranking applicants for the position.

QUALITY RANKING FACTORS (QRF):

Job Knowledge - 40 points

- Must demonstrate knowledge of safety and security operations planning and management.
- Knowledge of safety and security protocols in high risk environments is essential.
- Specialist knowledge of the political situation and security risks particular to DRC is essential. Knowledge of Geographic Information Systems (GIS), Vehicle Anti-Terrorism, and Security Driving.
- Specialized expertise in supporting safety and security operations of a USG agency, bilateral organization, international non-governmental organization, or private company.
- Knowledge of generic safety and security protocols in high risk environments.
- Knowledge of the political situation and security risks particular to DRC.
- Understanding of humanitarian principles, codes of conduct, and NGO field operations contexts.
- Understanding of basic fundamentals and principles of community development.

Skills and Abilities -30 points

- The incumbent must demonstrate communications skills with the ability to work independently and with minimal supervision.
- Ability to analyze and evaluate safety and security matters in a complex development and humanitarian context. Strong ability to build networks with a diverse set of external groups,

including other USG agencies, international organizations, international organizations, NGO's, DRC Government officials, the host population, and other entities.

- Ability to work effectively in a team environment and make sound decisions in high-stress and crisis situations.
- Skilled in effectively collecting, synthesizing, and presenting information from diverse sources, both in written and verbal form.
- Excellent training skills and with the ability to develop, implement, facilitate training for adult learners.
- Ability to manage sensitive information in a professional manner.
- Ability to identify future safety and security trends which may affect IP operations and proactively address them.
- Proficiency in Microsoft suite of products specifically Word, Excel and PowerPoint.

Prior Work Experience: -30 points

- Demonstrated experience in the development of systems and tools for the monitoring and assessment of security situations using innovative methodologies and best practices.
- Demonstrated ability to work effectively and efficiently with a broad client base and host country counterparts on safety and security related issues is required.
- Substantial prior experience as a trainer.
- Experience traveling and working in remote, rugged terrain is required.

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

TOTAL POSSIBLE POINTS: 100

EVALUATION PROCESS:

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualification requirements for the position. A committee will then convene to review applications that meet and or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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 USAID website <https://www.usaid.gov/documents/ds-174-form>”
2. Offers should 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 & Abilities and Job Knowledge).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **July 15, 2021 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066021R10012 Partner Liaison Security Specialist (PLSS)**
7. Please submit the Offer only once; and
8. **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. Authorization for release of information form
2. Overseas Vetting Questionnaire
3. Diplomatic Security Identity Assurance System (DSIAS) enrollment form

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC paid under the LCP 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); Group Medical Insurance Plan; 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)	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>

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.

END OF SOLICITATION