



SOLICITATION NUMBER: 72066022R10001

ISSUANCE DATE: October 13, 2021

CLOSING DATE/TIME: November 10, 2021 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 1.

Sincerely,

/S/

Samuel Matthews
Contracting Officer

Physical Address:
U.S. Agency for International
Development
Mobil Building
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Gare Centrale / Gombe / Kinshasa
Democratic Republic of Congo

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066022R10001
- 2. ISSUANCE DATE:** October 13, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 10, 2021, 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/DRC. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** **Five (5) years**, estimated to start **o/a May 2022**. 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 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*

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 energy, agriculture, finance, logistics, 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), or the development of 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) 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. (45% of time)
- b) 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. (20% of time)
- c) 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. (20% 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 job holder will be supervised by the CARPE Private Sector Engagement Advisor, or his/her designee. The supervision of other USAID staff is not contemplated

4. *Supervisory Controls*

The supervisor makes assignments in terms of overall objectives and resources available.

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: Bachelor's Degree or equivalent, 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 the 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>.

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

QUALITY RANKING FACTORS (QRFs):

PRIOR WORK EXPERIENCE – 40 points

- Demonstrated experience working in the private sector and/or building private sector partnerships for development outcomes.
- Demonstrated knowledge and experience addressing technical constraints to growth in such areas as fostering of the business enabling environment, agribusiness, trade and investment, and access to finance.
- Broad understanding of DRC’s business environment and its relationships to DRC law, policy, and private sector operations.

JOB KNOWLEDGE - 40 points

The position requires:

- An understanding of private sector engagement approaches and demonstrated experience in building and managing partnership that include private sector actors (companies, associations, etc.).
- A comprehensive knowledge of the technical factors constraining growth and diversification of the DRC economy, especially in the areas of trade, agriculture, power, and/or agribusiness. Appropriate understanding of relevant business models and economic concepts, such as: financial institutions’ operating practices, venture capital development, trade, loan guarantees, foreign direct investment, and international trade.
- Broad knowledge of current political, social, economic and strategic factors in DRC that impact investment and an excellent understanding of the complexity of DRC organizational structure and various business environment, reform processes which are on-going.

SKILLS AND ABILITIES - 20 points

Candidate must;

- be a self-starter.
- Be innovative and resourceful in dealing with the both technical concepts and stakeholders relevant to this position.
- Have a high degree of initiative and seek and persistently pursue opportunities both cooperatively and independently to achieve development outcomes.
- Be highly astute in her/his communication, interpersonal, organizational, and networking skills.
- Have strong quantitative and analytical skills as well as excellent written and oral communication skills.

- Possess computer literacy skills in word processing, spread sheet preparation and analysis, project scheduling and data base management.
- 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.
- Be persistent, yet have the patience to develop, nurture, and maintain long-lasting partnerships with private sector, governmental, and NGO contacts.

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 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 and Skills & Abilities).

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 **November 10 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: **72066022R10001- USAID Project Management Specialist (Private Sector)**.
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