

SOLICITATION NUMBER: 72066022R10002
ISSUANCE DATE: December 14, 2021
CLOSING DATE/TIME: January 11, 2022 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Central Africa Regional Program for the Environment - CARPE), 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 N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-2220	Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528 http://www.usaid.gov/cg
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066022R10002
2. **ISSUANCE DATE:** December 14, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 11, 2022 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (CARPE)
6. **MARKET VALUE:** Equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/DROC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a **May 2022**. The services provided under this contract 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 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 USAID Project Management Specialist (CARPE) is assigned to the USAID Central Africa Regional Program for the Environment (CARPE), a regional program based in USAID/DRoC. USAID/CARPE is an independent Operating Unit (OU), reporting to the USAID/DRoC Mission Director. The CARPE OYB is appropriated separately by the US Congress, with special requirements and mandates related to biodiversity, the environment, and climate change. The CARPE program is based on the USAID Central Africa Regional Development Strategy (RCDS) approved in December 2020. The CARPE 5-year program portfolio is under the RCDS and is estimated at USD 237M.

CARPE's objectives are to reduce forest degradation and conserve biodiversity in the Central African countries, working through a large number of implementing partners (IPs), including NGOs, national governments, inter-governmental regional organizations, and other donors. Currently the CARPE program is implemented in four Central African countries, working under bi-lateral and/or regional arrangements. In addition, CARPE supports two regional organizations (OSFAC and COMIFAC). CARPE works with a large number of IPs, six USG Agencies, and with Academic Institutions and collaborating donors. The large number of IPs and donors adds to the complexity of program management, coordination, and reporting responsibilities.

The Specialist is responsible for the full range of program management functions, including managing the program database; tracking results and PMPs; planning procurements, both new and extensions; initiating GLAAS actions; tracking budgets, obligations, expenditures, accruals, and pipelines; tracking program deliverables by IPs; preparing and/or providing inputs to procurement SOWs; and, supporting CARPE management and technical staff.

The Specialist works under the overall supervision of the CARPE Director or his/her designee. The Specialist closely liaises with the USAID/DRoC EXO, Financial Management, and Procurement Offices, the Office of the Mission Director, and the Embassy JAO Administrative staff. The Specialist keeps regular and frequent contact with the wide range of IPs and collaborating donors. The Specialist must have a thorough understanding of program management functions, and possess well-developed organizational and interpersonal skills, be able to make independent decisions, and to direct actions, inquiries, and information requests to appropriate CARPE staff, while working with minimum supervision.

2. Statement of Duties to be Performed

The USAID Project Management Specialist (CARPE) provides program planning, policy, implementation documentation, and meets reporting requirements, requiring knowledge and understanding of USAID and USG guidance and directives, development principles and approaches, principles of acquisition and assistance, regional development priorities and requirements, as well as timely decision making, judgment in planning and carrying out tasks, and strong interpersonal, organizational, and teamwork skills.

a. Program Planning and Reporting – 55%

- Manages the CARPE Performance Management Plan, including; updating the database and posting, sorting technical reports, Annual and Semi-Annual Reports, tracking annual Means of Verification documentation, and the Access database of all CARPE activities for all eight target countries.
- Generates financial reports for responding to requests for expenditure information according to subprojects that are not available directly from Phoenix. Manages quarterly expenditure accrual reporting for all CARPE Implementing Mechanisms.
- Generates technical reports from the CARPE Database related to forest management according to geographic areas.
- Responds to information requests and tasks regarding CARPE programs from within and outside the Agency.

- Sorts reports for posting according to 145 geographically-related subprojects; and the Annual Means of Verification “MOVs” in the CARPE web-based Information Management Tools.
- Files, classifies, and codes MOVs consistent with the CARPE Information Management Tool to the CARPE web site hosting institution.
- Assists in drafting CARPE contributions to USAID internal and external reports. Including the Annual Program Performance Report, Congressional Budget Justification, the Operational Plan, the Performance Plan Review, and other inputs to Agency documents as requested.
- Inputs, maintains, and updates the CARPE access database, and generates reports to be used in the Management of the program (indicators, financial data).
- Provides advice to CARPE Program Managers on budgeting issues, obligations, and incremental funding actions.
- Coordinates with the USAID Program Office on program budget issues, e.g. budget allowances, Phoenix commitments, quarterly pipeline analyses, and their related reports (attends respective team meetings, and reports out to the supervisor).
- Conducts field compliance monitoring visits

b. Budget Tracking and Analysis – 30%

- Prepares OU annual budgets for all Program Administration and Program Design and Learning (Objective 6) actions.
- Manages and maintains accurate reports and planning documents for OU budgeting allocation decisions, for both the annual allocation of the OU program budget, as well for the Management Support OU budget.
- Conducts and manages all OU financial analyses, such as quarterly pipelines analyses, partner matching funds analyses, etc.
- Prepares obligation documents (GLAAS), budgets, and procurement plans for the CARPE Program.
- Prepares Acquisition and Assistance (GLAAS) Requests and other support documentation for the management and administration of procurements (i.e., initiates GLASS requisitions and track)

c. Project/Activity Management 15%

- Serves as an Activity Manager and/or, in the future, COR/AOR or Alternate COR/AOR for designated CARPE Activities, Grants, and Contracts, and as a GLAAS requester. In this capacity, the incumbent reviews and approves work plans, budget, performance monitoring plans, quarterly and annually reports and other key documents for USAID-supported projects.
- Provide oversight to ensure the USAID-supported CARPE-funded programs achieve anticipated results, are linked to and enhance attainment of the CARPE objectives, which are aligned with the Government of DRoC priorities and implemented within the framework of USG foreign assistance policies.

- Monitoring activities and provides supportive supervision through field visits.
- Monitoring burn rate and ensuring that obligations, expenditures, and budget pipelines conform to action plans. Submit quarterly accruals report and ensure appropriate and timely incremental funding of activities.
- Conduct regular visits to monitor progress of activities and provide technical and programmatic recommendations.

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 CARPE Office Chief and/or his/her designee provides general supervision. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. Continuing supervision of other USAID Mission and CARPE staff is not contemplated

4. Supervisory Controls: The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the expected results. Completed work is reviewed from the overall standpoint of providing a viable technical approach for results achieved, in meeting schedules, and in the selection of appropriate contract methods.

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:** Minimum of Completion of a Bachelor's Degree, or the local equivalent, in Economics, Statistics, or Management is required.

b. **Prior Work Experience:** At least five (5) years of progressively responsible professional experience in international development, with the GDRC, or elsewhere in the public or private sector is required. Experience should include the design and development of an experience in the management of programs in developing country environments, experience in program budgeting and implementation documentation, acquisition and assistance documentation, and accountability systems. Professional accounting experience is required. Experience in working in an environment team and in a multi-ethnic and English-language workplace is required.

c. **Language Proficiency:** Level IV (fluent) English and French language proficiency, in speaking and in writing, 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>.

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

QUALITY RANKING FACTORS (QRFs):

JOB KNOWLEDGE (50 points):

- The Specialist must have a well-developed professional-level knowledge of development principles, concepts, and practices, especially as they relate to the programming and management of broad biodiversity, environment, and climate change activities in the DRoC and the region, and the problems, policies, and constraints in the DRoC and the region from the business, political, civil society, and social perspectives.
- The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the DRoC and the region; development problems in biodiversity, environmental, and climate change and other sectors in the DRoC and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the DRoC and the region; and, knowledge of, or the potential to quickly acquire knowledge of USG legislation, policy, and practice relating to biodiversity, environment, and climate changes, of programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.
- The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the GDRC and other governments in the region, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.
- The Specialist must have a good knowledge and demonstrated experience in the programming of development assistance programs/projects/activities, particularly biodiversity, environmental, and climate change and other sectors in the DRoC and the region.

SKILLS AND ABILITIES (50 points):

- The Specialist should be able to facilitate and link culturally appropriate assessments and related issues, and facilitation of linkages to other USAID/Congo and regional programs, such as health, gender, civil society, food security, clean water, sanitation, and democracy and governance; and be able to use this data for decision making.

- The Specialist must have the ability to work effectively in team and interagency environments, and to train and coordinate with others;
- The Specialist must have the ability to interpret regulatory directives and related guidance;
- The Specialist must have excellent computer skills, including Word, Excel, database software, E-mail, and the internet;
- The Specialist must have strong management skills, including financial management, administrative, and monitoring skills used to track the performance of IPs;
- The Specialist must have the ability to present information, analyses, and recommendations in clear written and oral formats; and,
- The Specialist must have the ability to travel within the DRoC and the region in order to gather information and to provide advice on constraints to successful program implementation.
- This position will have a strong component for original writing and the 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, and must be able to defend USAID and USG, and other programs and recommendations in English – occasionally in USAID/Washington, D.C. and in other forums.

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

Total Possible Points: 100 points

SELECTION 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 and 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 **January 11, 2022 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@usaaid.gov and the e-mail subject must say: **72066022R10002 USAID Project Management Specialist (CARPE)**
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 PSC 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); 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 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