

**SOLICITATION NUMBER:** 72066022R10005  
**ISSUANCE DATE:** January 6, 2022  
**CLOSING DATE/TIME:** February 5, 2022 at  
 17:00 (Kinshasa Time)

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Education), 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,

**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 <a href="http://www.usaid.gov/cg">http://www.usaid.gov/cg</a>
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066022R10005
2. **ISSUANCE DATE:** January 6, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 5, 2022 at  
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Education)\_**Re-advertisement**
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 listed market value.
7. **PERIOD OF PERFORMANCE:** **The period of performance is** Five (5) years, estimated to start o/a July 2022 or earlier if required clearances are obtained. 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 Congo with possible travel as stated in the Statement of Duties.

**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.” **"Female candidates are strongly encouraged to apply."**

9. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

**10. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

Under the direct supervision of the Deputy Education Team Leader, the primary function of this position is to monitor, manage, and report on USAID/DRC's basic education and human capacity development activities under USAID/DRC's CDCS. The Project Management Specialist develops internal Mission documentation supporting project planning and implementation, such as concept notes, Action Memoranda, Operational Plan, Performance Reports, and others. The Specialist will ensure that USAID is carrying out its strategic direction, and appropriately managing projects, as well as fulfilling needed reporting requirements. The Specialist will provide full management oversight, as the agreement officer's or contracting officer's representative (A/COR) to implementing partners. The Specialist monitors, manages, and ensures that deliverables are

received from project contractors. It fits into the general structure of the mission through collaboration in working groups, such as the M&E Working Group.

The Specialist participates in and supports the management and coordination of activities within the USAID education program; represents USAID in working-level meetings, and, at that level, speaks and/or makes presentations on behalf of USAID; advises superiors on the implications of political and social developments on the education program; establishes and maintains senior-level contacts on behalf of USAID with the host government institutions, private sector, other donor, non-governmental organizations, universities, and research institutions.

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

The Project Management Specialist participates in planning and designing; program management and monitoring; budget tracking; and analysis and reporting for the Mission education program. For the purposes of this position, education programs include basic education and human capacity development activities under USAID/DRC's CDCS.

1. Provides regular preparation and reporting on all Mission Education activities, valued at \$29 million annually in Basic Education funding. This includes, but is not limited to performance reports, operational planning and budget justifications, portfolio reviews, and assisting the team leader with multi-year, long-term Education Office financial management maintaining and tracking the overall education budget and USAID education funding priorities. **20%**.

2. Serves as the team's Monitoring and Evaluation focal person. This includes both programmatic and financial responsibilities for coordinating approximately 5-7 implementing partners, the Mission's M&E team, and ensuring that the Education sections of the Evaluation database are current and up to date; envisioning and tracking the Education Office's PMP; ensuring that the Education Office maintains an updated DQA file; and works with AORs and CORs to meet Agency reporting requirements. The Specialist provides leadership in establishing performance monitoring systems, in coordination with mission management and implementing partners; collects education data and program performance data, including relevant information from NGO and international organization activities; assesses progress toward achieving outputs and results for re-establishing and rationalizing functional education systems. The Specialist carries out evaluation/assessment activities, as needed, reporting problem areas and corrective steps to the Education Office director. **20%**

3. Serve as an Agreement Officer's Representative (AOR) and Contracting Officer's Representative (COR) or Activity Manager for Education related Cooperative Agreements, PIOs, Grants, or Contracts and provides regular monitoring, field visits, meetings with partners, maintains AOR/COR files in accordance with Agency regulations and works with implementing partners to ensure timely implementation of work plans, and project M&E within award budgets. Reviews and analyzes grantee/contractor quarterly and annual progress reports in order to transmit policy recommendations to the supervisor, while also communicating major successes and challenges to a variety of audiences, including USAID Washington.

As A/COR or AM, the Specialist provides administrative, technical, and financial management to education programs, including issuing technical guidance, reviewing reports, verifying that

performance meets acceptable standards for the U.S. Government, monitoring impact and conducting periodic evaluations of program performance. S/he consults with Ministry and donor counterparts in order to ensure that the U.S. Government contributes to DRC's education sector priorities, engage in education sector policy dialogue, and identify opportunities for collaboration and coordination of DRC education sector program interventions. The Specialist plays a technical role in the management of USAID/DRC's basic education program by advising the Education Team Leadership, working in a team setting with other team members, and contributing to all Education Team objectives. **35%**

4. Participates and contributes in meetings involving host country counterparts, implementing partners, key donors, and other education stakeholders: represents USAID, ensures incorporation of USAID/USG education views and priorities; and provides inputs/feedback for the Ministry of Education policy and strategy documents. Represents the USAID/DRC Education team at sector working group meetings including quality, monitoring and evaluation, and governance, and others as required. **10%**

5. The Specialist assists in education program design and planning. Specific tasks will include: liaise with implementing partners and stakeholders (including federal, provincial, and local government institutions) to identify education strategies, activities, and achievable results; draft activity design documents, analysis, budgets; prepare procurement plans, action memos, assessment scopes of work and other programming documentation; serve as a member of mission design and technical review teams for education-related concept papers, solicited or unsolicited proposals, and programming mechanisms; assist with budget planning for new and ongoing programs in the education sector; participate in the design and oversight of evaluation and research studies to inform activity design and implementation; and, assist the Education Office develop year-wise spend plans that meet the strategic needs of USAID education programming. **15%**

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:* Direct supervision is received from USDH Deputy Education Team Leader who provides guidance on overall objectives, priorities, and deadlines.

4. *Supervisory Controls:* The Specialist works independently, and the work is reviewed primarily in terms of results achieved. The Specialist sets priorities and fixes deadlines for job objectives in consultation with the Supervisor. The position has no supervisory responsibilities.

## **11. 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:** University degree in education, international development, social sciences, public administration or related field is required.
- b. **Prior Work Experience:** At least five (5) years of professional-level experience in education or other related sector is required; including one (1) year work experience in project management/monitoring is required.
- c. **Language Proficiency:** Fluent English and French (Level IV), at least one local language 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 (40 points)**

- In-depth, professional knowledge of a broad range of education and development issues. This includes knowledge of the education sector and challenges to education in DRC, and development principles related to basic education and human capacity development activities.
- Knowledge of the structure and governance issues of the education sector in DRC.
- Knowledge of annual and multi-year budget planning for technical programs.
- knowledge of strategies, programs, and working methodologies of donor agencies (bilateral and multilateral) in the education sector in DRC.

#### **SKILLS AND ABILITIES (40 points)**

- Developed technical ability in the education sector is required.
- The ability to advise supervisors and senior staff in USAID or similar organizations on DRC developments and issues across a wide range of education-related topics and their implications for USAID programs is required.

- Experience in program design, budgeting, implementation, monitoring, and evaluation is required, as is the ability to conceptualize and articulate education strategies, design education programs, and organize, analyze, and interpret education sector data.
- Advanced organizational skills; advanced computer and internet skills; programs such as Google, Word, Excel, Power Point.
- Ability to engage and work with the public and a range of international and local organizations.
- The ability to communicate policy, strategy, and program issues orally and in writing, to a wide range of audiences, and the ability to write in a clear, concise, and well-organized manner is required.
- Strong written and oral communications/presentations skills in English required as well as strong ability to negotiate related to project design and implementation responsibilities.
- The Incumbent must be self-starter with excellent organizational skills and demonstrated ability to work with minimal supervision.

**PRIOR WORK EXPERIENCE (20 points)**

Prior work experience should include managing contracts or grants, designing and evaluating programs, and analyzing education policies. Experience with multi-year budgeting and/or financial management is required.

**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/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, Skills and Abilities and Prior Work Experience).
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 **February 5, 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@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) and the e-mail subject must say: **72066022R10005-USAID Project Management Specialist (Education)**
7. Please submit the Offer only once; and
8. Late and incomplete Offers will not be considered.
9. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

**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): 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 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. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -

*United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals*. As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

3. **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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBC	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

4. 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>
5. **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>
6. **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](mailto:PSCOmbudsman@usaid.gov).

**END OF SOLICITATION**