



USAID | DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066022R10004

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 (Water, Sanitation and Hygiene Advisor - WASH), 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 http://www.usaid.gov/cg
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066022R10004
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 usaidthrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Water, Sanitation and Hygiene Advisor WASH) _ **Re-advertisement**
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 July 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 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 Water for the World Act of 2014 builds on the Water for the Poor Act of 2005, which made water, sanitation and hygiene (WASH) a U.S. foreign policy priority, instructing the USG to focus programming and resources in priority countries that have both the greatest sector needs and opportunities for impact. The USAID Water and Development Plan under the U.S. Government Global Water Strategy articulates the Agency’s approach to increase the availability and sustainable management of safe water and sanitation for the underserved and most vulnerable. Congress has consistently appropriated funds under the water directive to increase sustainable access to safe drinking water and sanitation and improve hygiene. It is anticipated that increased funding for water, sanitation and hygiene activities will be sustained for the coming years. A

dedicated WASH team manages this work at USAID/Democratic Republic of the Congo.

The position will provide leadership, program management and technical support for USAID water and sanitation-related programs. The Project Management Specialist (Water, Sanitation and Hygiene Advisor) will: 1) Lead efforts to design and manage USAID/DRC programs that focus on improving water supply, sanitation and hygiene; 2) Lead efforts to monitor and evaluate all Mission activities contributing toward improved water supply, sanitation and hygiene; 3) Provide overall technical analysis and guidance to the Mission on strategies to improve water supply, sanitation and hygiene; 4) Serve as a liaison between USAID and other USG agencies, national WASH partners in government, NGO and donor agencies. The incumbent will serve as an Agreement Officer's Representative/Contract Officer's Representative (AOR/COR) or Activity Manager and provide oversight and direction to activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The Project Management Specialist (Water, Sanitation and Hygiene Advisor) is expected to guide, coordinate, manage and monitor the water, sanitation and hygiene related portfolio of the country, leading to successful outcomes. He/She must interact with a range of colleagues involved in the sector, maintain oversight of the overall sector impacts and ensure the efficient use of resources.

2. *Statement of Duties to be Performed*

Sector Leadership and Strategy (20%)

Lead efforts to identify, prioritize and address policy and institutional constraints impeding the attainment of sustainable access to improved urban and rural water supply and sanitation in the country. Lead efforts to identify, prioritize and address key technical challenges, and policy and institutional structures, constraints and opportunities in sustainable water and sanitation service provision and management in the country, including those related to private sector participation in the sector. Identify opportunities to use available USAID field support mechanisms to expand water supply and sanitation coverage and improve hygiene and to leverage resources from other related funding streams, e.g., climate change, food security. Play a key role in identifying and coordinating among the various USG and internal USAID water, sanitation and hygiene-related activities and players. Actively engage with government, other donors and organizations involved in the sector to promote collaborative planning toward long-term sustainable solutions.

Project Management (50%)

Develop concept papers, scopes of work, USAID program/project activity design documents and bilateral and multilateral agreements related to the design of water, sanitation and hygiene related programs. Support the design and implementation of targeted water, sanitation and hygiene program and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the World Act and its associated earmarks and contribute to data collection and synthesis. Document development impacts and resolve implementation issues in an efficient and professional manner. Develop, maintain and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase synergy among the key stakeholders. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff

and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

Advisory and Technical Services (30%)

Provide briefings to USAID and its partners on the status of USAID water, sanitation and hygiene activities in-country. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues. Provide technical input to program and strategy design and planning based on knowledge of international best practice and the particular constraints presented in-country. Provide assistance in defining the type of assistance needed by the Mission, facilitate discussions with water and sanitation service contractors, and schedule delivery of this assistance.

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 incumbent works under the general supervision and policy guidance of WASH/Water Team Lead, who will review and approve his/her work plan and performance measures. The incumbent is also expected to collaborate with the Program office where appropriate.

4. Supervisory Controls: This position has no supervisory responsibilities

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 in environmental management, public health, agricultural engineering, economics or related field is required.
- b. **Prior Work Experience:** Minimum 5 years of progressive management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to those of the country. The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs and people. Experience in the areas of sustainable rural and urban water supply provision, basic sanitation improvement, hygiene promotion especially done in support of water and sanitation access improvements, sector policy reform, and program design. Experience in analyzing sector data and translating into practice.
- c. **Language Proficiency:** Level IV (fluent) in English and in French, both written and spoken, is required. Language competence may be tested.

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 (60 points)

Direct experience in the management of other bilateral or multilateral donor-funded projects. Direct hands-on experience on improving water and sanitation services and hygiene promotion in rural areas, informal urban settlements, and/or displaced persons camps. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Good understanding of strategy, programming and implementation activities related to WASH. Knowledge of water and sanitation sector development in the relevant region, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues including gender.

SKILLS AND ABILITIES (40 points)

Demonstrated ability to function independently in complex, frequently changing political and economic conditions. Ability to manage resources, programs and people and interact effectively with representatives of national and local governments and USG agency staff. Good Interpersonal and team building skills.

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 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 **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 and the e-mail subject must say: **72066022R10004 USAID Project Management Specialist (Water, Sanitation and Hygiene Advisor (WASH))**
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): 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. **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	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_

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.

END OF SOLICITATION