

**SOLICITATION NUMBER:** 72066022R10008  
**ISSUANCE DATE:** March 10, 2022  
**CLOSING DATE/TIME:** April 7, 2022 at  
 17:00 (Kinshasa Time)

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

**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.:** 72066022R10008
2. **ISSUANCE DATE:** March 10, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 07, 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 (Health)
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 September 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.
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/DRC Health Office works to support national, provincial and local level health programming that aims to improve the survival, well-being and productivity of populations by reducing the burden of major infectious diseases such as HIV/AIDS, malaria and tuberculosis, addressing the main causes of maternal and child illness and deaths and collaborating within the interagency on Global Health Security issues such as Ebola and COVID-19. The Health Office is USAID/DRC’s largest office, managing a portfolio valued at over \$200 million annually with over 44 mechanisms. The office receives funding from a number of U.S. Presidential Initiatives, including the President’s Emergency Plan for AIDS Relief (PEPFAR) and the President’s Malaria Initiative (PMI), as well as other USAID health funds for family planning, maternal newborn and

child health, tuberculosis, nutrition, and water, sanitation and hygiene (WASH).

The Project Management Specialist serves as the Solution Center Team Leader, managing two Cooperating Country Nationals, providing budget, travel logistics and office management to the Health Office. This Cooperating Country National (CCN) position is expected to liaise with multiple support offices in the Mission, requiring a seasoned and experienced individual, with management, organizational, and interpersonal skills.

The Project Management Specialist leads the preparation and monitoring of budgets for the entire Health Office portfolio. The position guides the Health Office staff in procurement and financial management activities, including planning and reporting in coordination with CORs/AORs, Deputy Office Directors, Team Leads and other technical staff. The Specialist is tasked with maintaining operational oversight and control of all budgetary aspects of the Health Office, including planning and tracking financial commitments and obligations, maintaining information in budget systems throughout planning and reporting processes, obtaining and checking financial and programmatic data from CORs/AORs and implementing partners, managing fund allocations, developing and maintaining budget tracking instruments, and developing and maintaining automated tools to track funding obligations to partners. The Specialist liaises with the Program Office in tracking earmarks, directives, and Congressional reporting requirements for Health Office funds as well as monitoring the use of the administrative and oversight (A&O) budget; and develops a spending plan for Health PD&L funds.

The Specialist serves as a key resource for the USAID award system, Global Acquisition and Assistance System (GLAAS) and provides other operations and management support to the Health Office team as the Solutions Center Team Leader.

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

### **1. Budget and Financial Planning, Management and Reporting – 70%**

Provides program budget planning, management guidance, and direction for all technical teams that includes A&O, PD&L, and assists in preparation of annual and multi-year office budgets. The incumbent ensures program budget planning and development is aligned with Mission strategy and cross-cutting priorities.

Liaises and coordinates with the Program Office for Health Office budget planning, partners with technical teams and in collaboration with program managers and COR/AOR leads the budget development of the annual Operational Plan and Health Implementation Plan. The incumbent develops a range of budget analysis tools to assist staff at all levels in decision making. The position provides analytical support and financial information including current and historical data on USAID programs, current obligations and reprogramming of obligations, expenditures and other information related to the implementation of the portfolio and participates in the development of budget projections.

Maintains and updates an annual budgetary allocation plan, including establishing a tracking system for budget allowances for the HPN Office, plus-ups, actual obligations, de-obligations,

expenditures, reprogramming actions, and field support transfers. The Specialist ensures that all health funds are well distributed between Program Areas and Program Elements, as approved in the Operational Plan. The position assists in identifying necessary changes and preparing the paperwork (including change notices or reprogramming memos) to allow the reprogramming of funds. The Specialist serves as the Health Office main point of contact for updating and tracking office budgets details, using Phoenix Viewer and other necessary USAID budget tools.

The Specialist provides regular updates to technical staff and responds to assignments from the Health Office Deputy Director regarding budget and project progress, identifies pre-obligation requirements for all projects/mechanisms, and notifies technical offices of the pre-obligation requirements relating to their projects or programs.

In close collaboration with Team Leads and AORs/CORs, the Specialist forecasts and develops new fiscal year program budgets as well as conducts out years projections, within broad parameters defined by the Program Office. Advises the Health Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type and duration. Ensures health program budgets adhere to agency requirements, (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).

Organizes and coordinates Health Portfolio Reviews and assists in preparing the necessary document and presentations for Mission Portfolio Reviews. Helps track and follows-up action items from the portfolio reviews. Identifies existing and potential program implementation and management problems as evident from tracking efforts and work with respective program managers to resolve problems/take corrective action. Serves as a key liaison with the Mission's Program Office responding, on behalf of Health Office, to regular and ad hoc reporting and programmatic requests.

## **2. Solutions Center Operations – 30%**

As the Solutions Center Team Leader, the Specialist provides support to the procurement planning process by working with Health Office Managers and Office of Acquisition and Assistance (OAA) to make sure all projects in design phase and incremental funding needs are recorded in the DRC procurement planning system. Serves as Health Office subject matter expert (SME) for GLAAS; initiates GLAAS requisitions for new and active awards; advises COR/AORs and others on the requirements of GLAAS entries; and provides technical guidance on Solving errors and GLAAS updates. The incumbent processes all needed requisitions (New and/or Administrative or Financial Modifications) related to Cooperative Agreements, Task Orders, and Personal Services Contracts, as well as for Purchase orders through GLAAS.

The Specialist follows up with OAA to ensure timely obligation of funds in compliance with pre-obligation requirements. Identifies all centrally funded mechanisms that need additional funds, liaises with program office for transferring fund through Field Support Database, and follows up with Washington budget team for finalizing the sub-obligation process.

The Specialist is responsible for tracking and monitoring close-out of projects, conducts close-out actions, and ensures the de-obligation of the unliquidated funds. Works closely with the HSS Team

to prepare and submit financial reports for GIBS and MOH on USAID/Health funding contribution for the National Health Accounting record.

Provides support related to program monitoring and implementation, partner communications, and interfacing with relevant support offices. Supports organization of field trips, conferences, and seminars and to ensure maximum participation by target audiences.

Ensures the Solutions Center meets the logistical and travel support needs for Health Office Staff and TDYers, ensures ECC submission is done as well as other necessary travel documents. The Specialist or a delegate serves as a liaison between travel agencies and U.S. Embassy travel office to better assist travelers and as the main point of contact with EXO on post-assignment and entitlement travels and Invitational TAs for TDYers and GDRC officials who are supposed to travel by DRC/Mission Health funding.

Ensures the timekeeping functions are managed for the Health Office staff and maintains leave calendars for staff members, including travel for site visit, training outside of the country, etc. The Specialist provides operational, financial, administrative and logistics support to the Health Office ensuring the general office operations run smoothly. As directed by the Health Team Leader, represents the Health Office at meetings, workshops, or conferences.

### *3. Supervisory Relationship:*

The incumbent receives general supervision from the Health Office Director. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority.

The position directly supervises two Cooperating Country Nationals (USAID Project Management Assistants at FSN-7).

### *4. Supervisory Controls:*

Once the office workflow is established, most assignments will occur in the normal course of work, but the incumbent must be aware of situations that must be coordinated with his/her supervisor and must seek advice and guidance as required. Work is reviewed in terms of results achieved.

## **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:** A Bachelor's Degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health or related field is required.

- b. **Prior Work Experience:** Three years of progressively responsible work in financial management, budgeting, accounting, and/or audit and compliance. At least one year must be related to preparing and/or monitoring development project budgets and expenditures. Must have experience working with implementing partners, host country government, and/or another international donor organization.
- c. **Language Proficiency:** Level IV fluency 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 (50 points)**

- Knowledge of professional accounting principles, theories, practices and procedures, and regulations, including the principles and accepted practices of federal governmental and/or business financial accounting, budgeting, and reporting.
- Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives.
- Working knowledge of or the ability to quickly gain this knowledge of Federal agency regulations, USG development policies and procedures, especially as related to budget and financial management.
- Intimately familiar with health development activities in order to accurately track budgetary and financial activities.

##### **SKILLS AND ABILITIES (50 points)**

- Strong skills in financial management and budgeting are required.
- Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing.
- Skilled attention to details and ability to ensure accuracy of documents, analyses, and reports.

- Good interpersonal skills, including ability to communicate effectively both orally and in writing.
- Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget.
- Outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts.
- Ability to exercise sound judgement, take initiative and offer leadership.

**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 **April 07, 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: **72066022R10008- Project Management Specialist (Health)**
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.  
\* *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

## **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.

### **Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the

place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

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**