**SOLICITATION NUMBER:** 72066022R10017
**ISSUANCE DATE:** July 1, 2022
**CLOSING DATE/TIME:** August 5, 2022

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist - Democracy, Human Rights and Governance (DRG) - 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**

## I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066022R10017

2. **ISSUANCE DATE:** ***July 1, 2022***

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** ***August 5, 2022***

4. **POINT OF CONTACT: Christiane Lemba** at usaidhrkinshasa@usaid.gov

5. **POSITION TITLE: USAID Project Management Specialist – Democracy, Human Rights and Governance (DRG).**

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: The period if performance is** Five (5) years, estimated to start o/a November 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*

Under the general supervision of the USDH Democracy, Human Rights and Governance (DRG) Deputy Director, the Project Management Specialist (DRG) is responsible for planning, managing, implementation and monitoring of programs/projects/activities related to the DRG sector, covering the areas of Rule of Law and Human Rights, Good Governance, Political Competition and Consensus Building (elections and parliamentary and political party

strengthening, Civil Society, and Media in the Democratic Republic of Congo (DRC). Responsibilities include program/project/activity development, coordination, monitoring and evaluation, reporting, and close collaboration with implementing partners (IP) to ensure implementation is carried out in accordance with USAID strategic objectives, policies, and regulations, and internationally recognized best evidence-based practices in DRG support.

The Project Management Specialist (DRG) serves as an integral and permanent member of the DRG team and represents the team on one of the Development Objective (DO), and at least one of the Cluster teams. The incumbent is responsible for building and maintaining external relationships with host government ministries, international organizations (IOs), local non-government organizations (NGOs), private sector, and civil society organizations (CSOs) involved in DRG activities in the DRC. The Project Management Specialist (DRG) will also work closely with donors in the DRG sector. S/he ensures DRG elements are integrated in other sectors: Health, Education, Economic Growth, etc. The Project Management Specialist is also responsible for integrating gender and promoting monitoring, learning, and evaluation across their portfolio. In addition, the job holder liaises with DRG Center's relevant units, including Cross-sectoral and Integration, Learning and Local Solutions Teams, to share experiences and lessons learned on DRG integration related issues and ensure that lessons learned are disseminated through the USAID/DRC Mission and the Agency as appropriate.

The USAID Project Management Specialist (DRG) exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

*2. Statement of Duties to be Performed*

**a. Technical Assistance and Program/Project/Activity Management (85%)**

1) Takes an active role in developing DRG programs goals, objectives, and initiatives; prepares required design documents, directives, memoranda, statements, and proposals, introduces new initiatives, and recommends effective operations consistent with the USAID's policies/ DRG strategies, and incorporating human rights and governance principles and practices across USAID's development portfolio.

2) Works closely with senior and mid-level host-government ministry officials, institutions, and international and non-governmental organizations to coordinate DRG efforts, raise awareness among DRC citizenry and civil society organizations on DRG issues, and provide technical assistance. The Project Management Specialist provides technical assistance and serves as a liaison to host country ministries, including, but not limited to, Ministries of Justice (MOJ), Human Rights (MOHR), Interior/Decentralization (MOI), Citizenry, Gender and to host country institutions including the National Central Elections Commission (CENI), the Human Right Commission (CNDH), the Parliament, and the High Council of Magistrates (CSM).

3) Monitors, provides guidance to, oversees, and reports on the results of activities funded through grants, contracts, cooperative agreements, and other mechanisms to accomplish DRG

programs strategic objectives; monitors implementation of activities and collaborates with each partner organization on a regular basis to ensure program results are achieved; performs regular site visits and meets with representatives of each organization and the beneficiaries to review progress.

4) Carries out COR/AOR responsibilities for cooperative agreements, grants, and contracts under DRG programs/projects/activities, provides appropriate technical directions and guidance and works in close collaboration with the CO/AO, RLO as needed. Participates with IPs in the development of work plans for implementation of activities, activity monitoring, learning, and evaluation plan, branding strategy and marking plans, and work planning sessions.

5) Provides oversight and monitoring of the program activities she/he is AOR/COR for including reviewing IPs narrative and financial reports, monitoring use of funds for adherence to proposed activities, preparing quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and preparing quarterly accruals.

6) Maintains files and records specific to the programs/projects/activities for which she/he is responsible, including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, assessment, evaluation, whenever possible these records will be filed electronically.

7) As the DRG Office representative on one, or more, of the DO and Cluster teams, manages all aspects of quarterly field visits, including facilitating high level meetings with host country officials and implementing partners.

8) Prepares reporting for the Mission and Washington, including, but not limited to annual Portfolio Reviews, the Operational Plan, and the Performance Plan and Report.

9) Works closely with the Mission and especially with the Program Office to contribute to Mission Continuous Learning Adaptation Plan and promote implementing partners involvement in the process to increase use of factual and evidence-based approaches for successful programming.

10) Prepares briefers and accompanies USAID officials on site visits inside and outside of Kinshasa to visit programming and meet officials and local partners. Prepares and presents, as needed, briefings for USG high-level visitors, and participates in making arrangements for visits and serves as a spokesperson as required. Serves as a control officer for site visits for agency and inter-agency senior-level officials, as needed.

**b. Interagency, Donor and Host-country Communication and Coordination (15%)**

1) Represents USAID and the USG at technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies, briefing senior Agency officials, US Mission Country Team members and interested officials of other USG agencies as appropriate.

2) Participates in USAID strategic planning and activities through close working relationships with senior to mid-level officials, important host-country Ministries, private sector, civil society organizations, bilateral organizations, and donors relevant to DRG programming. Coordination

should ensure DRG carries out its programs/projects/activities, with the government, civil society organizations, and other bilateral organizations, correctly and in a timely manner; and presents findings and recommendations for appropriate remedial action to correct identified program deficiencies.

3) Serves on interagency technical working groups (TWGs) for purposes of developing strategies and approaches to strengthening existing activities with minimal overlap and unnecessary duplication; and

4) Participates, and leads as necessary, technical donor working groups in the DRG sector with the Government of DRC (GDRC), donors, and other bilateral organizations.

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 USAID/DRG Project Management Specialist works under the general supervision of the DRG Deputy Office Director. Continuing supervision of other Mission staff is not contemplated.

*4. Supervisory Controls:*

*The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, and integration with other initiatives in the USG and Mission portfolio. Some technical direction may come from other professionals in the Mission; in general, however, the USAID Project Management Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment*

**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 the education, experience and language factors are considered NOT qualified for the position.

**Education:** Completion of a bachelor's degree or local equivalent in International Relations, Public Administration, Political Science, Law, International Development, Economics, or in a closely related field involving Democracy, Rights and Governance is required.

**b. Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in the development, management, and evaluation of DRG programs, including at the grassroots community level.

**c. Language Proficiency**:
Level IV English and French (fluent proficiency), both written and oral, is required; plus, a good working knowledge of one or more normally spoken Congolese languages, e.g. Lingala or Swahili.

## 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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

**Quality Ranking Factors (QRFs):**

**Job Knowledge (50 points)**
The USAID Project Management Specialist must have:

- in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing DRG –related activities in the DRC, and the problems and policies in the DRC from the business, political, civil society, and social perspectives.
- knowledge and understanding of the economic, political, social, and cultural characteristics of the DRC; development problems in the DRG sector in the DRC and the region; the resources, resource constraints, and overall development prospects and priorities of the DRC and the region; and, a good knowledge, or the potential to quickly acquire such knowledge, of USG legislation, policy, and practice relating to assistance in DRG sector, of programming policies, regulations, procedures, and documentation, and of the objectives and status of assigned activities.

- knowledge and understanding of the organization and respective roles of the different levels of the GDRC in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

**Skills and Abilities (50 points)**

The work requires:

- excellent interpersonal skills, tact, and diplomacy in order to establish and maintain a wide range of senior-level and working-level contacts with DRG programs in government, non-governmental, and private-sector circles.
- the ability to work effectively within Team and inter-agency environments, and to guide and mentor others.
- strong management and analytical skills, to strategize, develop, and implement effective USAID-supported DRG programs/projects/activities; and,
- strong budget tracking ability and administrative skills in order to track the performance of IPs.

The USAID Project Management Specialist must have the ability to:

- interpret regulatory directives and related guidance.
- organize and present information, and to draft clear, concise documents; and
- possess good computer literacy and capability, including ease and skill in using word processing programs, E-mail, spread-sheet applications, presentation software, and familiarity with the World Wide Web.

- The USAID Project Management Specialist must have specialized knowledge and demonstrated expertise in the area of DRG, including Rule of Law and Human Rights, good governance, political competition and consensus building, civil society and media.

- The PMS must be able to provide technical leadership in programmatic scale-up for impact-oriented results; and apply knowledge of the ethical issues involved in DRG programming in the DRC.

**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 qualifications for the position. A committee will 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 selection process, the most qualified candidates may be requested to complete a writing 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 reference 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 and medical clearances 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/ and in the USAID website https://www.usaid.gov/democratic-republic-congo/work-with-us/careers

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 **August 5, 2022 -5:00 pm (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: **72066022R10017- USAID Project Management Specialist – Democracy, Human Rights and Governance (DRG).**

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

1. The 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

5. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## 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 and TCN 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)**<br>- Award Type: Cost<br>- Product Service Code: *R497*<br>- 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**