SOLICITATION NUMBER: **72066022R10016**
ISSUANCE DATE: July 22, 2022
CLOSING DATE/TIME: August 19, 2022

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC – *Local Compensation Plan)* - Supervisory Partner Liaison Security Specialist**

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**/

Michele Maximilien
Contracting Officer
USAID/DROC

Physical Address:
U.S. Agency for International Development
Mobil Building
N° 198 Avenue Isiro
Gare Centrale / Gombe / Kinshasa
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I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066022R10016

2. ISSUANCE DATE: July 22, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 19, 2022 at 17:00 (Kinshasa Time)

4. POINT OF CONTACT: Christiane Lemba, e-mail at usaidhrkinshasa@usaid.gov

5. POSITION TITLE: Supervisory Partner Liaison Security Specialist

6. MARKET VALUE: Equivalent to **FSN-11.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo ***(With the possibility of hiring the employee at a Trainee Level)***. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The periods of performance are five (5) years, estimated to start a/o **February 2023**. The services provided under these contracts 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 the 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 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/Democratic Republic of Congo (DRC) is a large Mission managing three operating units (OUs) – the DRC, the Central African Republic (CAR), and provides oversight of programming in the Republic of Congo (ROC). The Mission is headed by a Mission Director, two Deputy Mission Directors, a Resident Legal Officer, and has thirteen offices: Program, Democracy and Governance, Economic Growth, Peace and Security, Health, Education, Food For Peace, OFDA, CARPE, Financial Management, Acquisition and Assistance and Executive Management. USAID/DRC implemented $721 million in Fiscal Year 2021 development and humanitarian

assistance across the three OUs. The Executive Office is responsible for providing a full range of management and administrative services required to support USAID/DRC as well as programs in CAR and ROC.

Under the general direction of the Supervisory Executive Officer, the Partner Liaison Security Specialist (PLSS) leads the Partner Liaison Security Unit (PLSU). The basic function of the PLSS is to provide a high level of safety, security, and operational support to USAID Implementing Partners (IPs) in DRC, CAR, and ROC through proactive engagement. The incumbent will travel to program activity implementation sites throughout DRC, CAR, and ROC.

2. Statement of Duties to be Performed

The PLSS will monitor critical security information and perform the full-range of safety, security, and operational activities responsive to USAID IPs. This includes but is not limited to:

1. **Security Assistance, Monitoring and Management (70%)**

● Provide security assistance and respond to USAID IP safety and security needs throughout DRC, CAR and ROC.
● Maintains a current database of key personnel (Contractors, USAID Chief of Parties, Deputy Chief of Parties and Security Managers) of USAID partners. This database will include contact information and location of projects sites.
● Regularly reviews IP security plans and collaborates with IP security coordinators on matters related to security, risk, and evacuation plans and advises EXO and USAID senior management on the quality of security and risk management plans.
● Establish and maintain strategic relationships with local, provincial and national host government security agencies and communicate with senior ranking government and non-government Security Officials on concerns and threats toward US and US related entities. Contact include provincial leader, government officials, Police Chief, senior military officer and various senior US officials.
● Develops security protocols and notification systems as they relate to emerging threats and emergencies.
● Develop and manage a SMS notification system to warn IPs in security and emergency situations.
● Develop, maintain, and exercise evacuation plans for USAID personnel.
● Oversight of USAID's participation in the Embassy Floor Warden system.
● Drafting and distributing security communiqué's to IPs, USAID staff, and USAID/SEC.
● Establish incident tracking and reporting systems and provide weekly activity reports reflecting IP reported safety and security incidents.
● Provide weekly activity report containing pertinent information regarding support provided to IPs and any security-related issues or concerns communicated by IPs.
● Serves as a liaison with USAID IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities, as needed.

● Conducts site visits on a quarterly basis with IPs, UN agencies, NGOs, Host Government Entities, international donor organizations, and other entities to address any security concerns and obtain security-related information as it pertains to USAID IPs and projects.
● Writes detailed reports based on all site visits. Reports will be submitted within three working days of each visit.
● Produce DRC, CAR and ROC region-specific security reports and analyses on a weekly basis.
● Encourage and assist IPs with the documentation and reporting of security incidents to the Office of Acquisition and Assistance (OAA), as needed, and developing a template for IPs to use for incident reporting.

2. **Trainings and Briefings (30%)**

● Meet and coordinate with newly arrived IPs to provide security briefings.
● Share, analyze, and disseminate timely and significant security related information/incidents to IPs.
● Liaise with the high level officials of DRC Military and Police Force within and outside of Kinshasa.
● Attend/represent USAID PLSU at IP meetings within and outside of Kinshasa.
Provide technical security expertise to IPs based on subject-matter-expert contact information to help ensure the implementation of successful USAID funded programs in high risk environments.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The Supervisory Partner Liaison Security Specialist will report to the Supervisory Executive Officer or her/his designee.

4. Supervisory Controls

The Supervisory Partner Liaison Security Specialist will supervise one CCN Partner Liaison Security Specialist

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:** Successful completion of a four-year university degree from an accredited institution in International Relations, Law, Security Management, Business, Social Science or Public Administration, is required.

B. Prior Work Experience: A minimum of seven years' experience working in international post conflict and/or post disaster programs for development, emergency relief, physical and operational security, humanitarian assistance or reconstruction is required. At least one year of Supervisory experience is required.

C. Language Proficiency: English Level IV and French Level IV. At least one national language.

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 (40 points)
Demonstrated knowledge of safety and security operations planning and management. Knowledge of safety and security protocols in high risk environments is essential. Specialist knowledge of the political situation and security risks particular to DRC is essential. Knowledge of Geographic Information Systems (GIS), Vehicle Anti-Terrorism, and Security Driving. Skilled manager and supervisor. Specialized expertise in supporting safety and security operations of a USG agency, bilateral organization, international non-governmental organization, or private company. Knowledge of generic safety and security protocols in high risk environments. Knowledge of the political situation and security risks particular to DRC. Understanding of humanitarian principles, codes of conduct, and NGO field operations contexts. Understanding of basic fundamentals and principles of community development.

Skills and Abilities (30 points)

Demonstrated communications skills with the ability to work independently and with minimal supervision. Ability to analyze and evaluate safety and security matters in a complex development and humanitarian context. Strong ability to build networks with a diverse set of external groups, including other USG agencies, international organizations, international organizations, NGO's, DRC Government officials, the host population, and other entities. Ability to work effectively in a team environment and make sound decisions in high-stress and crisis situations. Skilled in effectively collecting, synthesizing, and presenting information from diverse sources, both in written and verbal form. Excellent training skills and with the ability to develop, implement, facilitate training for adult learners. Ability to manage sensitive information in a professional manner. Ability to identify future safety and security trends which may affect IP operations and proactively address them. Proficiency in Microsoft suite of products specifically Word, Excel and PowerPoint.

Prior Work Experience (30 points)

Demonstrated experience in the development of systems and tools for the monitoring and assessment of security situations using innovative methodologies and best practices. Demonstrated ability to work effectively and efficiently with a broad client base and host country counterparts on safety and security related issues is required. Substantial prior experience as a trainer. Experience traveling and working in remote, rugged terrain 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 qualifications 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 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 on USAID Facebook page 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, 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 August 19, 2022 at 17:00 (Kinshasa Time) and 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 via usaidhrkinshasa@usaid.gov and the email subject line must say: 72066022R10016 Supervisory Partner Liaison Security Specialist

7. 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:

A. Authorization for release of information form
B. Overseas Vetting Questionnaire
C. Diplomatic Security Identity Assurance System (DSIAS) enrollment form

2. **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: 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 **CCNPSC and TCNPSC** 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: *[e.g., R497]* - Accounting Info: *[insert one or more citation(s) from Phoenix/GLAAS]*	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.