

SOLICITATION NUMBER: 72066023R10006
ISSUANCE DATE: February 15 2023
CLOSING DATE/TIME: March 15, 2023 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – Acquisition and Assistance Specialist (Entry Level), based in Kinshasa, multiple positions**

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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

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.:** 72066023R10006
2. **ISSUANCE DATE:** February 15, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 15, 2023 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE: Acquisition and Assistance Specialist (Entry Level)**
Note: Multiple awards may be made as a result of this solicitation.

6. **MARKET VALUE:** The entry level of this position is equivalent to **FSN-09**.
This position is a part of an established career ladder, beginning at FSN-09 and ending at FSN-11. Attainment of the full-performance grade is contingent on the Specialist successfully completing required training, meeting agreed-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the target FSN-11 grade level is not mandatory nor automatic, and failure to achieve at a high level of performance may be the basis for dismissal.

USAID/DRC will make an award to a CCN at the entry level grade stated with contract options (upon satisfactory performance) to place the contractor at each progressive level until the full performance level is reached.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/DRC*, final compensation will be negotiated within the grade level of the performance level for which the CCNPSC is selected.

7. **PERIOD OF PERFORMANCE:** The period of performance is Five (5) years, estimated to start o/a September 2023 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*

This position is established as *Acquisition and Assistance Specialist* "Ladder" position, which includes positions at the FSN- 09, FSN-10, and the full performance level of FSN-11 *performance position level*.

At the entry level, the CCN PSC will perform the following general duties:

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the Regional/Mission Office of Acquisition and Assistance, USAID/DRC. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officers (CO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior A&A Specialists.

2. *Statement of Duties to be Performed*

a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The

Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist is expected to develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

i. Pre-Award Duties:

- The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers.
- The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed.
- The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities.
- The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.
- The Specialist may be asked to perform simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. Post-Award Duties:

- The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports.
- The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met.
- As assigned, the Specialist conducts site visits and attends meetings.
- The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required.
- The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout:

- The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

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 Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist, who makes assignments with general instructions about what is to be done, time frames, and priorities, including discussing anticipated problems. When aspects of the work are new or unusual, the Supervisor specifies sources of information or precedents..
4. *Supervisory Controls:* The Specialist will independently initiate necessary coordination with requesting Mission Contracting Officer and/or Agreement Officer Representatives (CORs/AORs), technical offices, Office of Financial Management (OFM), and DO Teams, providing basic policy guidance on how to best fulfill requirements, but must obtain advice from the supervisor or senior specialist about unanticipated problems. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist monitors the work in progress, and reviews the recommendations made by the

Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification

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.

a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required.

b. Prior Work Experience: A minimum of three years of progressively responsible experience in development assistance, or a position that requires closely related skills, such as procurement, data analysis, market research and analysis, program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

c. Language Proficiency ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtilr.org/>) English and local language proficiency (if appropriate), both oral and written, is 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 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

- Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required.
- An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

Skills and Abilities: 50 points

- The ability to learn how to plan and administer simple A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required.
- The ability to learn how to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required.
- Skill in solving practical problems such as those relating to A&A issues is required.
- An ability to deal effectively with internal and external contacts, some of whom may be mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required.
- Skill in the use of most elements of the Microsoft Office suite is required.
- Solid analytical, negotiating, and time management skills, along with strong writing, proofreading skills and attention to detail, are required.
- The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.
- If required, the written test will comprise 15 points toward the Skills and Abilities QFR.

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, 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/usaids-jobs/> and on USAID Facebook page <https://www.usaid.gov/democratic-republic-congo/work-with-us/careers>
2. 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.
3. Offers must be received by **March 15, 2023 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

5. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066023R10006 – Acquisition and Assistance Specialist.**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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:
 - Authorization for release of information form
 - Overseas Vetting Questionnaire
 - 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 (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. **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 —

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