

SOLICITATION NUMBER: 72066023R10005
ISSUANCE DATE: February 17, 2023
CLOSING DATE/TIME: March 17 2023 at
 17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Voucher Examiner (OFM), 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.:** 72066023R10005
2. **ISSUANCE DATE:** February 17, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 17, 2023 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Voucher Examiner

***NOTE: Multiple awards may be made as a result of this solicitation.**

6. **MARKET VALUE:** Equivalent to **FSN-8** 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 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*

The incumbent serves as a Voucher Examiner in the Payment Section of the Office of Financial Management (OFM) and is responsible for analyzing, reviewing, and auditing payment requests. After careful review and ensuring compliance with all applicable USAID and USG rules and regulations the incumbent will process the payments through USDO Charleston and U.S. Treasury Centers within the Continental United States. The incumbent is responsible to process payments to all USAID Missions serviced which includes but not limited to the Democratic Republic of the Congo and the limited presence countries. This is by examining the most difficult and complex invoices and other requests for payment of goods and services in connection with a disbursement. The incumbent prepares and/or audits vouchers relating to AID Technical Program, project-type activities, and programmatic administrative vouchers and

related reports for all Agency programs.

The Voucher Examiner handles, and processes claims for such payments against contracts and grants used to implement these activities, as well as a variety of programmatic administrative vouchers such as grants, implementation letters, purchase orders and travel vouchers. In addition to program vouchers, the Voucher Examiner examines the most difficult and complex invoices and other claims associated with the Mission Operating Expense funds and Employee allowance payments.

As a member of the OFM, the incumbent ensures performance of assigned duties reflects well on the section and recognizes the importance of timely performance of responsibilities to enable all staff to meet the commitments of the Mission.

2. *Statement of Duties to be Performed*

A. Reviews and analyzes complex vouchers and/or claims against very complex grants agreements, technical projects, contracts, following relevant USAID ADS, FAM and other applicable USG rules and regulations. Examines and processes payment of complex international travel claims, complex and multi-funded programmatic and administrative vouchers. Provides consulting, advising and disbursement of assistance for Regional Post Client Missions serviced by OFM, processing utility payments and all types of vouchers related to Allowances including Education Allowances, and Cashier Replenishment vouchers.

70%

(a) Determines in coordination with the Accounting Division that funds are obligated and/or earmarked/committed, and also, ensures that appropriate authorizations, certifications, and other documents are on file.

(b) Assures that the claims are in accordance with the provisions, terms, and conditions of the applicable authorizing documents such as contracts, purchase-orders, PIO/C's, grant and/or loan agreements, SF 1190's, TAs, and lease agreements. Reviews vouchers to verify that appropriate authorizations and certifications are present and that all required supporting documentation is attached.

(c) Maintains necessary controls and files on these claims to ensure that payments are not made in excess of the authorized amounts and to prevent improper or duplicate payments. Verifies funds availability and records payment information into USAID's accounting system - Phoenix, generating payment schedules in a timely manner in accordance with the Prompt Payment Act. Monitors the flow of payments to ensure compliance with the Prompt Payment Act, Federal Travel Regulations, Foreign Affairs Regulations and USAID Regulations (Automated Directive System).

(d) Communicates with contractors, vendors, client missions' officials, employees, host government officials, etc. both orally and in writing to request additional information regarding payment claims, financial terms and conditions or applicable contracts, Letters of Commitment agreements. Conducts field visits at Grantee, Contractor, and Host Government Offices to provide advice on how to comply with USAID payment policies and procedures. Performs financial analysis of the grants and Host Government agreements to determine the level of advances versus reported expenditures and advising the recipient accordingly.

(e) Reviews complex international entitlement travel claims for correctness and verifies that they conform to travel authorizations and regulations regarding routings and per diem. Prepares or verifies travel itineraries when the traveler deviates from the authorized routing. When travel claims exceed the amount that can be paid under the travel authorization, prepare the travel

exceptions giving detailed explanations of claims disallowed, citing pertinent regulations. Advises payees giving reasons where payment is disallowed.

(f) Examines administrative types of vouchers for purchase orders, contracts, leases, telephone, utilities, COLA, education allowances, Post Differential, Danger Pay, Separate Maintenance Allowance, Foreign Service Transfer Allowance, Temporary Quarters Subsistence Allowance and other miscellaneous payments. Assists with the Bills for Collection process, including issuance of bills, reconciliation of payments received and monitoring declining balance card utilization and outstanding travel advances.

(g) Manages and Processes Payroll for about 150 CCN employees at USAID DRC.

(h) Performs the Accounting work of ensuring that all types of vouchers are processed, funded and scheduled using Phoenix before passing them for further review by the Supervisory Voucher Examiner and for final certification and transmission to the appropriate Financial Services Center.

B. Assists the Controller by preparing answers to payment queries and related matters from employees; by establishing or advising the establishment of necessary internal controls and procedures within OFM to ensure accuracy compliance with applicable laws and regulations and timely payments. Continually reviews payment processing internal controls to identify weaknesses and recommend improvements for strengthening such controls. Ensures that all customer queries receive a response and seek assistance to resolve their queries by providing clear and concise information in a timely, professional manner. **20%**

C. Imparts knowledge regarding payment processing for non-controller posts' employees, through AID Handbook, FAM, U.S. Standardized Regulations, and acquaints them with OFM Systems, procedures and guidelines. Provides training, guidance, instructions, and advice to client Mission staff. Undertakes special assignments as needed. **10%**

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 technical and general supervision, and policy guidance, of the Supervisory Voucher Examiner.

4. *Supervisory Controls:* Assignments are made orally and in writing. The Controller provides guidance on major decisions regarding activities. The work is subject to occasional review to ensure compliance with USAID policies and procedures.

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: At least two years of post-secondary study at college or University, with a focus on accounting, finance, and business administration is required.

b. Prior Work Experience: Three years of progressive experience in accounting, payment processing, payroll management or voucher examination is required, at least two years of which should have been with an international 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 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 Voucher Examiner must have:

- Detailed understanding of accounting principles and concepts, relevant USG laws, policies, procedures and regulations pertaining to payments.
- A thorough knowledge of applicable sections of Foreign Affairs Manual, Standardized Regulations, joint Travel Regulations, and USG regulations and procedures such as: Financial Management and Accounting systems including Payroll Procedures.

Skills and Abilities: 50 points

The Voucher Examiner must:

- Have the ability to comprehend and logically and properly apply detailed technical project regulations, terms, and conditions to the voucher examination process.
- Display tact, and the ability to clearly and convincingly explain the rationale for payment disallowances and the need for various documentation steps to be taken in order to comply with maintenance of financial record and reporting requirements.
- Have the ability to analyze and reconcile numerous accounting records and determine the need for various types of entries and adjustments;

- Have the ability to present analysis and recommendations in clear written and oral formats;
- Have the ability to lead and motivate team members positively, and to maintain cordial and professional relationships with USAID, Host Government, NGO, and Contractor personnel;
- Have the ability to perform analysis of management controls and capabilities of partner/beneficiary organizations is required; and
- Be skilled in the use of computer based analytical programs and USAID data management systems.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

SELECTION PROCESS

After the closing date for the 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/usaaid-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 17, 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: **72066023R10005 – Voucher Examiner**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.
8. 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.

V. 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.

VI. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

VII. 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: <i>R497</i> - 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