

SOLICITATION NUMBER: 72066023R10007
ISSUANCE DATE: February 16, 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 Project Management Specialist (Minerals), 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.

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.:** 72066023R10007
2. **ISSUANCE DATE:** February 16, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 17, 2023
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** **Christiane Lemba**, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Minerals)
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 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 USAID Project Management Specialist in USAID/DRC’s Economic Growth Office. The incumbent supports the USAID Responsible Minerals Trade program to analyze, recommend and manage programs to promote legal products and trade of minerals and the development of the mining sector in the DRC. The job holder will serve as one of the USAID focal points for RMT issues and as such will participate in donor and partner meetings in the DRC, the Great Lakes region and internationally, under the guidance and direction of the Natural Resource Officer (NRO). The job holder will support oversight and management of contracts, grants and agreements including monitoring of ongoing project activities, and assisting in the design and procurement of new assistance and acquisition instruments. The Specialist will

routinely consult with Congolese artisanal miners, mining industry representatives, civil society organizations (CSOs), international bi-lateral and multilateral donors, associations representing traders and exporters, mining ministry officials, national and provincial chambers of commerce, and other actors in this sector to help address reform of the illicit minerals trade. The Specialist will provide essential support related to 1) activity management regarding minerals programs; 2) strategic leadership and private sector engagement, 3) coordination with the government of DRC and donor partners; and 4) internal USAID and U.S. government coordination.

2. *Statement of Duties to be Performed*

A. Activity Management – 50%

Activity management includes routine activity monitoring, results monitoring, maintaining close contact with grantees, providing guidance and direction to implementing partners within the confines of the incumbent's authorities, resolve implementation problems in coordination with the team, prepare documentation for annual Portfolio Reviews, prepare quarterly accruals, and maintain files. Monitoring also includes conducting on-site visits and inspections and ensuring Implementing Partners (IPs) receive needed information on USAID regulations and policies. The Specialist supports the evaluation of progress of IPs toward achievement of results through regular field trips, and meetings with senior IP management and project officials. The Specialist provides support in establishing performance monitoring systems and ensures appropriate accounting of resources by tracking quarterly accruals, maintaining project pipeline information, and providing leadership in meeting audit recommendations. The Specialist is accountable for enabling high performance in all program management functions, including planning, budgeting, implementation, monitoring impact of programming, and managing for results.

B. Strategic Leadership and Private Sector Engagement – 20%

Supports the implementation of the Mission's market systems approach and private sector engagement. The Specialist supports the strategic analysis and research, provides inputs into reports and technical proposal reviews, and supports the preparation of substantive reports and briefing materials on issues related to technical and programmatic approaches in enhancing a market systems approach and private sector engagement within the minerals sector and beyond. The Specialist supports the EG Office Director, the Deputy Director, A/CORs, the Program Office, USAID Mission Management, and the USG interagency on the development of market systems approaches and private sector engagement related to the mining sector. S/he may be designated the Contracting Officer's Representative (COR) and/or Agreement Officer's Representative (AOR) and/or Activity Manager for one or several Mission grants or contracts.

C. Government of DRC (GDRC) and Donor Coordination – 15%

The Specialist keeps abreast of trends and issues in the DRC and broader sub-Saharan African mining sectors; supports building and maintenance of relationships with key sector stakeholders including GDRC officials, private sector companies and investors, civil society, and donors;

reviews and analyzes developments and supports team members, leadership, and, as required, other USG officials on highly specialized and complex issues relating to minerals in the Great Lakes region, particularly those bearing on USG interests. The Specialist also regularly meets with other donors, DRC government working-level colleagues, and non-USAID implementing partners to keep up-to-date on current activities and potential changes to implementation; attends various coordination mechanisms, including Thematic Group meetings, and partner and donor meetings (Partners Techniques and Financiers, PTF) and ensures that USAID collaborates with donors and seeks for further engagement in public private partnerships on RMT issues in the DRC and Great Lakes Region.

D. Internal USAID and USG Coordination - 15%

The USAID Project Management Specialist provides policy and implementation level support in data collection, analysis, and formulation of recommendations for the RMT portfolio of both artisanal and industrial governance, reform and growth. The incumbent will support the coordination with all USAID operating units and USG units, such as Economic, Political, and Public Diplomacy Sections of the U.S. Embassy, the Eastern Congo Unit, the Office of Defense Cooperation, and the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL) to assure optimal synergies for RMT implementation across the USG. Assist in the collaboration between USAID's RMT portfolio and all other USAID Offices. The Specialist will prepare quarterly bullets for internal audiences regarding responsible mineral issues relevant to the DRC and Great Lakes region; support monitoring and evaluation efforts of the RMT portfolio within and outside the DRC Mission; collaborate with implementing partners and analyze and synthesize the RMT data and Operational Plan reports and information sharing in the DRC and with USAID/Washington. Finally, the Specialist will prepare, and update materials related to assistance and programming in RMT for dissemination to other USG agencies and outside 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 employee shall work collaboratively and independently in managing Responsible Minerals Trade awards but will report to the Natural Resource Officer for supervision and guidance.

4. *Supervisory Controls:* S/he works independently in managing grants, contracts, or other instruments and processing and generating routine weekly, monthly, quarterly and yearly reports and routine correspondence. The employee has no supervisory responsibilities.

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

- a. **Education:** The applicant must have a university degree (Bachelor's Degree) in natural sciences, economics, international development, business administration, law, social sciences or a related field.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible professional or program experience in mining/extractives and related community development, legal framework and policy in artisanal mining and industrial mining sectors, market systems approaches and/or private sector engagement, and monitoring and evaluation of development programs with international donors, non-government organizations (NGOs), and/or government. Prior experience with international development agencies procedures and operations (e.g., development approaches, procedures for programming funds, defining objectives, and monitoring results, and procedures for awarding grants and contracts).
- c. **Language Proficiency Level (IV)** English and French writing and speaking ability is required. The job holder should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

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

- Demonstrated knowledge of program management and monitoring and evaluation methods as well as a broad range of issues related to inclusive development.

- Demonstrated knowledge of best practices in program design, implementation, monitoring, evaluation, and learning, including collaboration, learning, and adapting strategy.
- Demonstrated knowledge of strategies, programs, and working methodologies of other donor agencies in the mining sector.
- Demonstrated knowledge of the structure and workings of the USG and/or international organizations.

Skills and Abilities: 50 points

- Demonstrated analytical, management and organizational skills.
- Demonstrated ability in strategic planning, technical and socio-economic analysis, and budget preparation and reporting skills.
- Considerable confidentiality, sensitivity, poise and maturity are mandatory as the applicant will participate in USAID meetings with mid- to senior-level Congolese government officials and with private sector and donor partners.
- Demonstrated strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision.
- Demonstrated strong leadership and negotiating skills.
- Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel, Microsoft Access, and PowerPoint.
- Demonstrated leadership and diplomacy skills as the incumbent will work with new private sector partners, technical and senior GDRC officials, USAID Implementing Partners, donors, media, judiciary, and civil society to resolve issues and to further progress towards improving responsible mining investments in DRC and trade within the region.

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/usaid-jobs/> and on USAID D.R.Congo career 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 (Language Skills, 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 **March 17, 2023, 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 and the e-mail subject must say: **72066023R10007 – USAID Project Management Specialist (Minerals)**
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 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