

**SOLICITATION NUMBER:** 72066023R10011  
**ISSUANCE DATE:** 03/06/2023  
**CLOSING DATE/TIME:** 04/03/2023, at  
17:00 (Kinshasa Time)

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Project Management Assistant - 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/  
**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 <a href="http://www.usaid.gov/cg">http://www.usaid.gov/cg</a>
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066023R10011
2. **ISSUANCE DATE:** 03/06/2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** *04/03/2023*
4. **POINT OF CONTACT:** Christiane Lemba at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Assistant– Democracy, Human Rights and Governance (DRG).
6. **MARKET VALUE:** Equivalent to **FSN-09** 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 June 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*

- 1) The Project Management Assistant (PMA) is an integral member of the Democracy, Human Rights, and Governance (DRG) office of USAID/Democratic Republic of the Congo (DRC). The PMA plays a central role in the DRG office. S/he provides assistance to

the entire DRG office team, including monitoring and evaluation (M&E) of activities; maintaining applicable DRG office reporting databases; tracking results and performance management plans (PMPs); initiating GLAAS actions; tracking budgets, obligations, expenditures, accruals, and pipelines; planning, preparing and/or providing technical input to procurement actions, including but not limited to statements of work (SOW), program descriptions (PDs), and supporting DRG office management and technical staff.

- 2) The PMA works under the DRG office Director, and/or his/her designee. The PMA closely liaises with all appropriate USAID/DRC technical and support offices to ensure applicable work activities move forward timely and effectively. The PMA keeps regular and frequent contact with the wide range of implementing partners (IPs) and collaborating donors. The PMA has a thorough understanding of development program management functions; possess well-developed organizational and interpersonal skills; directs actions, inquiries, and information requests to appropriate DRG colleagues; and works with minimal supervision.

## *2. Statement of Duties to be Performed.*

The Project Management Assistant supports program planning, documentation, and reporting, which requires knowledge and understanding of USAID and USG guidance and directives, development principles and approaches, principles of acquisition and assistance, regional development priorities and requirements, as well as timely decision making, judgment in planning and carrying out tasks, and strong interpersonal, organizational, and teamwork skills.

### **a. Program Monitoring, Evaluation and Reporting, the Specialist: (50%)**

- Assists in drafting DRG contributions to USAID internal and external reports, including the annual Program Performance Report (PPR), Congressional Budget Justification (CBJ), the Operational Plan (OP), the Performance Plan Review (PPR), and other required reporting as requested. Manages database updating and document submission as needed.
- Serves as the overall technical lead for DRG Office monitoring and evaluation, participating in the Mission's M&E Team, assisting AOR/CORs with development and review of implementing-mechanism and project level PMPs, participating in or leading Data Quality Assessments (DQAs), and helping design and manage evaluations and assessments.
- Responds to information requests and tasks regarding DRG programs from within and outside the USAID.

**b. Budget Tracking and Analysis, the Specialist: (30%)**

- Coordinates with the USAID/DRC Program Office on program budget issues, (*e.g.*, budget allowances, Phoenix commitments, quarterly pipeline analyses, and their related reports), attends relevant meetings, and reports out to the office.
- Supports DRG Office Program Budget processes by managing and maintaining accurate reports and planning documents for OU budgeting allocation decisions.
- Prepares OU annual budgets for all Program Administration and Program Design and Learning (Objective 6) actions. Provides advice to the DRG office on budgeting issues, obligations, and incremental funding actions.
- Manages, supports, or conducts DRG Office financial analyses, including quarterly pipelines, partner matching funds, ad-hoc activity-level expenditures, and quarterly accruals.
- Assists in the creation and tracking of the DRG office procurement plan.
- Assists in the preparation of Acquisition and Assistance (GLAAS) Requests and other support documentation for the management and administration of specific procurements (*i.e.*, initiates GLASS requisitions and tracks them through approval).

**c. Activity Design and Implementation, the Specialist: (20%)**

- Serves as Alternate COR/AOR and/or activity manager for designated DRG contracts, cooperative agreements, or grants.
- In addition to Alternate COR/AOR monitoring, conducts field compliance monitoring visits as directed.
- Participates in activity planning and provides technical input into new designs, including but not limited to SOWs and PDs.
- Coordinates and conducts DRG Office outreach to local organizations and is the Office POC for Local Solutions.
- Provides logistic and administrative support on an as-needed basis.

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.

1. *Supervisory Relationship:*

Director, Office of Democracy, Human Rights, and Governance, or his/her designee.

2. *Supervisory Controls:*

None

## 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:** Bachelor's Degree in International Relations, Law, Public Administration, Political Science, Statistics, Development Studies, or a related field is required.
- b. **b. Prior Work Experience:** Minimum of five years administrative experience with an international development organization, with the Government of the DRC, or elsewhere in the public or private sector.
- 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 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 incumbent must be thoroughly knowledgeable in basic administrative procedures and computer applications, including but not limited to MS Word, Access, Excel, PowerPoint, email systems and Internet searches. It is highly required if the incumbent has prior knowledge of M&E and performance reporting, and budgeting. It is also required, that the incumbent have a basic knowledge of USG or international development organization programs, policies, and procedures, particularly with respect to M&E and performance reporting. Demonstrated experience analyzing, synthesizing, visualizing, and presenting qualitative and quantitative data highly preferred.

**Skills and Abilities (50 points)**

Strong quantitative and analytical skills as well as excellent written and oral communication skills. The Specialist should be able to facilitate and link culturally appropriate assessments and related issues, and facilitation of linkages from DRG programming to other USAID/DRC and regional programs, such as peace and security, humanitarian and crisis response, health, gender, civil society, food security, and the environment; and be able to use this data for decision making. The Specialist must have the ability to work effectively in team and interagency environments, to train and coordinate with others; and to interpret regulatory directives and related guidance.

**Satisfactory Professional Reference Checks-Pass/Fail (no**

**points assigned) Total Possible Points: 100 points.**

**SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet 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 sample and be interviewed either in person, by telephone or videoconference at USAID's discretion.

Reference checks will be made only for applicants considered for selection. 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 in the USAID website <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 **April 6, 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 [usaidsrkinshasa@usaids.gov](mailto:usaidsrkinshasa@usaids.gov) and the e-mail subject must say: **72066022R10011- USAID Project Management Assistant – Democracy, Human Rights and Governance (DRG).**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.
8. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the

first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

**\* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.**

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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

## **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): 13<sup>th</sup> month bonus; 14<sup>th</sup> 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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)



**2. ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -

*United States or its outlying areas* means—

(1) The fifty States.

(2) The District of Columbia.

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands.

(4) The territories of American Samoa, Guam, and the United States Virgin Islands;  
and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

**Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

4. 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>
5. **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>.
6. **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](mailto:PSCOmbudsman@usaid.gov).

**END OF SOLICITATION**