

**SOLICITATION NUMBER:** 72066023R10016  
**ISSUANCE DATE:** July 25, 2023  
**CLOSING DATE/TIME:** August 29, 2023 at  
17:00 (Kinshasa Time)

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Development Assistance Specialist -EG (Energy) - 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/

Sanoussi Traore  
**Contracting Officer**

<p>Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo</p>	<p>Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-2220</p>	<p>Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528 <a href="http://www.usaid.gov/cg">http://www.usaid.gov/cg</a></p>
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066023R10016
2. **ISSUANCE DATE:** July 25, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 29, 2023 at  
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at  
[usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE: USAID Development Assistance Specialist (Energy)**
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 **January 2024** 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.”
  - **Third Country Nationals as defined in AIDAR Appendix J:** “Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources”(See [22 CFR 228.15](#)).
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 USAID Energy Specialist position is located in the USAID/DRC Economic Growth Office. The Specialist utilizes knowledge of the DRC and regional electricity infrastructure, trade, and financial sectors related to generation, transmission, distribution, international transmission connections, and the distributed renewable energy sector to help the Mission achieve high impact programs. S/he contributes to the design and planning for USAID and broader USG Power Africa programs, participating actively in the decision-making process for designing, drafting, and soliciting contracts, task orders, and grants for carrying out Power Africa activities. The Specialist informs USAID and State Department offices of electricity-related issues in DRC, facilitating the coordination of work of implementing partners and stakeholders under the initiative. The Specialist regularly meets with the private sector and helps prepare site visits and meetings for visiting USG officials. S/he leads monitoring and evaluation and reporting to fulfill requirements for Power Africa activities in DRC.

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

The Specialist provides high-quality technical guidance and assistance to USG programs, IPs, and other stakeholders. The Specialist ensures the highest level of quality in USG programs, as well as the transfer of skills and best practices to targeted programs and institutions.

#### **a. Program Management and Monitoring – 40%**

The Specialist directs, coordinates, and monitors activities necessary to implement energy programs to achieve Power Africa objectives. As assigned by the USAID/DRC Economic Growth Office, the Specialist is responsible for effective management of contracts, cooperative agreements, and/or grants, performing the full range of Activity Manager's responsibilities. The Specialist manages daily activities through interacting with IPs and counterparts in Embassies and by maintaining regular contact with the GDRC, donor agencies, the private sector, and civil society. Monitoring also includes conducting on-site visits and inspections and ensuring IPs receive needed information on USAID regulations and policies. The Specialist evaluates progress of IPs toward achievement of results through regular field trips, and meetings with senior IP management and project officials. The Specialist provides technical 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 high performance in all program management functions, including planning, budgeting, implementation, monitoring, evaluation, and managing for results. The Specialist offers technical and programmatic contributions to support USAID/DRC and Embassy efforts regarding submissions such as Congressional Budget Justifications (CBJ), Congressional Notifications (CN), Operational Plans (OP), the annual Performance Plan and Reports (PPR), and other standard and ad hoc reporting documents as required.

**b. Strategic Planning and Program Design – 30%**

The Specialist is responsible for participating in the design, development, and management of energy/power-sector plans and programs to support energy sector development. The Specialist advises USAID and USG across the Power Africa initiative on power-sector development, with a major focus on renewable energy, and covers the full range from generation, transmission, and distribution. The Specialist utilizes an in-depth knowledge of the sub-Saharan African power sector and its stakeholders, to help design and implement high-impact programs in DRC. The Specialist works to accelerate power projects and address related policy issues. The Specialist serves as a key member of a team that coordinates across all U.S. Embassy teams' efforts to design and implement programs/projects/activities that facilitate the expansion of energy generation, transmission, and distribution to increase access to reliable, affordable, and sustainable power while ensuring responsible, transparent, and effective management of energy resources. Further, the Specialist drafts and analyzes technical documentation (Requests for Application, Requests for Proposal, Statements of Work, etc.) needed to develop strategy, obligate funds, and award contracts, cooperative agreements, and grants; and serves as a member of Technical Evaluation Committees, contributing to the review and selection of program/project/activity proposals and personnel.

**c. Energy Sector Leadership – 30%**

The Specialist serves as a seasoned energy professional, with a strong knowledge of energy policy; keeps abreast of trends and issues in the DRC and broader sub-Saharan African energy and power sectors; builds and maintains relationships to coordinate with key energy sector stakeholders including GDRC officials, private sector companies and investors, civil society, and donors; reviews and analyzes developments and advises team members, leadership, and, as required, other USG officials on highly specialized and complex issues relating to energy and power in the region, particularly those bearing on USG interests. The Specialist is responsible for providing input to ensure that Power Africa development assistance programming related to energy reflects best practices and state-of-the-art knowledge of international competitiveness, grid and off-grid energy generation and transmission, utility management, rural and isolated energy systems, and their application to broader USAID and development objectives. The Specialist assists USG personnel in DRC and visiting officials in all aspects involved in preparing for and participating in field trips, public meetings, conferences, and negotiations with private-sector and donor partners. The Specialist is tasked with requests for information and analysis to USAID/DRC, Power Africa Coordinator's Office, USAID/Washington, U.S. Embassy counterpart staff, USG officials, and partners.

*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.*

*"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10 hours/week of training to a cooperating*

*country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.”]*

3. *Supervisory Relationship:* Supervision will be provided by the USAID Economic Growth Office. The incumbent will coordinate closely with the Economic Section of the U.S. Embassy.

4. *Supervisory Controls:* The Energy Specialist is frequently delegated responsibility to plan, schedule, and carry out the scope of work. Analyses, evaluations, and recommendations developed by the Energy Specialist will be reviewed by a supervisor for potential influence on broader USAID strategy and results expected. Supervision of Mission staff is not expected.

## **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:** Completion of a bachelor’s degree, or the local equivalent, is required. A specialty in a relevant field including, but not limited to engineering, finance, business administration, economics, physical or natural sciences would be an advantage.
- b. **Prior Work Experience:** At least five years of progressively responsible, professional-level experience is required. At least two years of this experience in USG, diplomatic or development-related work, is required.
- 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)**

- A working knowledge of the US Government procedures or another donor development agency is required.
- Knowledge of the DRC and regional electricity infrastructure, trade, and financial sectors related to generation, transmission, distribution, international transmission connections, and the distributed solar sector is preferred.
- Candidates who do not have previous knowledge of the US government and its processes or of the energy sector must demonstrate an ability to quickly learn about these areas.

#### **Skills and Abilities (50 points)**

- Program design, budgeting, implementation, monitoring, and evaluation skills are essential.
- The incumbent must independently identify, locate, analyze and evaluate a variety of relevant data, organize it and present complex program information concisely, both orally and in writing.
- Proven ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is also required.
- The Energy Specialist must have good interpersonal, coordination, and bureaucratic skills and be able to coordinate successfully with all parts of the USAID Mission and U.S. Embassy to advance program interests.
- S/he must be able to handle sensitive issues diplomatically, represent USG authoritatively, and use good judgment in high-level meetings with the GDRC, NGOs, and other donors and in conferences, seminars, and workshops.
- The successful candidate must work effectively and independently in a fast-paced environment while juggling multiple competing priorities.
- The incumbent must currently have, or be able to develop, financial management skills and excel spreadsheet skills.

#### **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.

*"USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers."*

## **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. 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 and Skills and Abilities).
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 29, 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](mailto:usaidhrkinshasa@usaid.gov) and the e-mail subject must say: **72066023R10016 USAID Development Assistance Specialist (Energy)**
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): 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. **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_

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](mailto:PSCOmbudsman@usaid.gov).

**6. FAR Provisions Incorporated by Reference**

**52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUN 2023**

**END OF SOLICITATION**