



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066024R10003
ISSUANCE DATE: November 24, 2023
CLOSING DATE/TIME: December 22, 2023 at
 17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National [or Third Country National] Personal Service Contractor (CCN[/TCN] PSC - Local Compensation Plan) – USAID Project Management Specialist (Food Security) - 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,

Steve Cowper Digitally signed by Steve Cowper
Date: 2023.11.28 05:47:51 -0500

Steve Cowper
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.:** 72066024R10003
2. **ISSUANCE DATE:** November 24, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 22, 2023 at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at usaidrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Food Security)
6. **MARKET VALUE:** Equivalent to **FSN-10** 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 if performance is Five (5) years, estimated to start o/a **June 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 Office of Economic Growth (OEG) implements interventions that stimulate private sector-led growth (primarily agriculture-led growth) as the principal goal, while calibrating programming to ensure inclusive economic growth that reduces hunger and poverty; decreases conflict; increases resilience communities and systems; enables affordable, reliable, and sustainable energy; increases responsible minerals trade; and catalyzes finance, trade, investment, and innovation to bolster development.

The Project Management Specialist (Food Security) manages a USAID portfolio of activities around food security in the Feed the Future (FTF) zone of influence (ZOI) through sustainable increases in agricultural productivity, nutrition-sensitive production, reducing chronic vulnerability and facilitate locally-led development through building the ability of people, households, and to mitigate, adapt to, and recover risks, shocks, and stresses to agriculture, in a manner that reduces chronic vulnerability and facilitates inclusive growth.

As a key member of the agriculture team, the Project Management Specialist (PMS) requires technical expertise in program management and practical knowledge of Agriculture programming, project design, management, and monitoring and evaluation. The PMS will be expected to participate actively and fully to support the management of the agriculture team. The position will possess a high degree of competence and maturity, and will manage productive relationships with the Embassy, the government of DRC (GODRC), donors, the private sector, non-governmental and civil society organizations, and community organizations. The incumbent is responsible to incorporate continuous Collaborative Learning and Adaptation into all activity design, implementation and evaluation duties. The position will also entail effective and continuous communication and relationship management with GODRC officials at all levels, ensuring that USAID/DRC is fully engaged in the agriculture sector reform agenda.

The PMS will serve as Agreement Officer Representative (AOR) or alternate AOR, or Contract Officer Representative (COR) or alternate COR, and activity manager for certain activities, and will use knowledge of USAID requirements and procedures, and information.

2. *Statement of Duties to be Performed*

Program Management and Related Duties (65%)

The PMS will help plan, design, develop, and manage new and existing economic growth activities as a team member within the RFS Center, under the agriculture team. These duties include activity design, leading procurement processes, and activity or project implementation, identifying and resolving program issues, assuring that all activities are carried out in a technically

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sound and cost-effective manner, and in accordance with all applicable Mission and Agency directives and requirements.

As a major emphasis of this position, and under the supervision of the agriculture team leader, the Project Management Specialist will serve as the Contracting/Agreement Officer's Representative, activity manager, or serving within an Activity management team for programs and activities that address areas of local food systems and local capacity development, as well as other areas relevant to the economic growth objectives of USAID/DRC & Central Africa. S/he identifies and resolves program issues and ensures that all activities are carried out in a technically sound and cost-effective manner, and in accordance with all applicable Mission and Agency directives and requirements. Per A/COR duties, s/he will help establish and approve annual work plans, performance monitoring systems, requisite FTF reporting, and ensure appropriate accounting of resources by tracking quarterly and annual progress. As such, the incumbent will have regular engagement with the associated Implementing Partners (IPs) and ensure that IPs receive needed information on USAID regulations and policies, and assistance with country issues. S/he monitors and evaluates progress of IPs towards achievement of results and facilitates corrective measures in cases of deviation from expected results and impact.

S/he will offer technical and programmatic contributions to inform the Mission's efforts regarding submissions such as Congressional Budget Justifications (CBJ), Congressional Notifications (CN), Operational Plans (OP), annual Performance Plan and Reports (PPR) and other standard reporting documents and special briefing materials.

Technical Specialist and Representational Duties (25%)

The incumbent will provide technical input into youth-centered agriculture programming issues and will be expected to participate actively in internal and external strategy discussions, including active engagement across sectors at the Mission, and produce analyses in the area of expertise as required. S/he supports OEG and Mission technical teams in the development of food systems programs and technical assistance from initial screening through due diligence, negotiations, approval, documentation, and funding on a need basis.

The incumbent will assist in the managing of learning and adaptation processes within the Agriculture team to meet FTF results. As such, s/he will actively participate in Collaborative Learning and Adapting (CLA) activities and incorporate learning from all analysis into current and future programming and share extensively across all stakeholders. S/he will be required to maintain relationships with a wide range of contacts in government and semi-autonomous government agencies, private sector and civil society organizations, donor agencies, implementing partners, and other stakeholders as related to the resilience, and to represent USAID and the USG with internal and external audiences as required.

The incumbent will support U.S. Mission Posts' officials, other USAID staff, and visiting officials in various aspects involved in preparing for and participating in field trips, public meetings and conferences with the GODRC, private sector, and other stakeholders. S/he keeps abreast of trends on agriculture and food systems issues; reviews and analyzes developments and works

with the Agriculture Team Lead to advise the Mission leadership and, as required, USG officials on issues relating to resilience and livelihoods in DRC.

Other Administrative Duties (10%)

The PMS will work closely with the Agriculture Team Lead to ensure FTF reporting is cohesive, comprehensive, and compliant; provide input to responses to the U.S. Congressional inquiries and other Washington policy and operation requests; draft briefing materials, speeches/talking points for OEG senior management; and other communications related to FTF activities. The employee may be called upon to support VIP visits and serve as a site officer.

The PMS will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from all team members.

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:* The employee will be supervised by the Agriculture Team Leader within the RFS Center of Excellence.
4. *Supervisory Controls:* The incumbent has wide latitude for planning, organizing, and executing assigned responsibilities, and will handle work assignments independently, but collaboratively, according to established policies, previous training and accepted practices. S/he will be expected to develop her/his own work schedule and procedures for accomplishing tasks and to independently resolve problems that may arise during execution of objectives.

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 social sciences, Project Planning and Management, Rural Development, agriculture or Food Security, or related technical field.

- b. **Prior Work Experience:** Five years of progressive work experience with organizations directly involved in economic development, agricultural livelihoods, and/or rural development. Proven experience undertaking activities aimed at building community resilience, livelihood enhancement and food security.
- c. **Language Proficiency:** English and French Level IV (Fluent) and good working knowledge of Lingala, Swahili, or another national language required. Strong communication skills (oral and written) and ability to prepare professional quality reports and presentations for both technical and general audiences. well-written reports.

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 incumbent must have a good knowledge of food security/food systems and livelihood development in a rural context. Knowledge and understanding of the provisions and principles of agricultural programming, food security and livelihoods, experience working with the Government of DRC and donors, and management experience with the private sector is required. Demonstrated experience working collaboratively with public institutions and private sector partners that support agriculture, poverty reduction, and nutrition improvement, and how these efforts interface with implementing and government agencies. Demonstrated understanding of the socio-cultural issues and nuances of working in communities and with vulnerable populations is required. Solid understanding of issues and practical approaches to mainstreaming youth empowerment in economic development and agriculture programs. The incumbent will be

expected to learn the USAID/DRC & Central Africa Country Cooperation Development Strategy and implement relevant objectives through his/her portfolio.

Skills and Abilities (50 points)

- Adaptability and flexibility as the Project Management Specialist. Primary responsibilities may change over time as new USAID strategies and GODRC priorities emerge. Ability to assess problems and develop sound solutions such as planning for and administering funds, personnel and equipment to best serve agriculture program oversight objectives,
- Good oral presentation and writing skills; and show evidence of capacity to complete high quality written work under tight deadlines
- Strong organizational skills, ability to work with minimal supervision and work in a fast paced environment.
- Strong communication skills, both interpersonal and written, to fulfill the technical responsibilities proposed.
- Ability to work at ease with senior level officials from public and private sectors.
- Demonstrated ability to develop and maintain strong working relationships across cultures, on team and with a broad range of institutional partners
- Proven track record of working effectively in teams

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 **December 22, 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 usaidsrkinshasa@usaids.gov and the e-mail subject must say: **72066024R10003 USAID Project Management Specialist (Food Security)**
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

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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 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
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

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ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNI T (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.

6. **FAR Provisions Incorporated by Reference**

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUN 2023

END OF SOLICITATION