



DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066024R10012
ISSUANCE DATE: September 4, 2024
CLOSING DATE/TIME: October 4, 2024 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National (CCN PSC - Local Compensation Plan) USAID Development Assistance Specialist (CAROU) – 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: 2024.08.30 06:46:14 -04'00'

Steve Cowper

Contracting Officer

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U.S. Agency for International Development
Mobil Building
N° 198 Avenue Isiro
Gare Centrale / Gombe / Kinshasa
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066024R10011
2. **ISSUANCE DATE:** September 4, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 4, 2024, at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** *USAID/DRC, Executive Office/Human Resources Unit*, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** **USAID Development Assistance Specialist (CAROU)**
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 2025 or earlier if required clearances are obtained. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a 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 USAID Development Program Specialist (CAROU) is the senior USAID Foreign Service National (FSN) supporting regional programming in the Central Africa Republic, the bilateral mission and Central Africa Regional Operating Unit (CAROU). S/he is based in the USAID/Kinshasa, the Democratic Republic of the Congo (DRC). CAROU encompasses six distinct USAID regional initiatives, including: 1) the Central Africa Regional Program for the Environment (CARPE), 2) Counter-Lord Resistance Army (C-LRA) activities in CAR and DRC, 3) development assistance to the Central African Republic (CAR), 4) USAID activities in the Republic of Congo (ROC), 5) and USAID activities in the Gabonese Republic (Gabon). Across the Central Africa Regional Operating Unit areas, USAID's Bureau for Humanitarian Assistance also implements significant humanitarian programs.

The USAID Development Program Specialist (CAROU) is directly supervised by the USAID/CAROU Regional Program Officer (RPO) and serves as the Acting RPO in the absence of the incumbent. S/he serves under the overall direction of the Deputy Mission Director overseeing CAROU and of the Supervisory Program Officer. S/he performs and oversees the full range of the Program Project Development functions for all stages of the USAID Program Cycle for CAROU and its client U.S. missions. S/he provides technical leadership and vision, strategic planning support, policy analysis and guidance, and program oversight assistance for USAID programming in the respective U.S. embassies in the three countries where USAID implements programs but does not operate a mission (CAR, ROC and Gabon). S/he also facilitates regional and interagency coordination – including organizing meetings and maintaining regular communications - between these three U.S. embassies and the combined USAID/DRC and CAROU operating units, and ensures all program-budget planning, pre-obligation and annual reporting requirements (Operational Plan (OP) and Performance Plan and Report, PPR) are met in a timely manner and fully consistent with USAID requirements. In addition, S/he keeps a pulse of major development trends in Central Africa to inform new programming needs, while ensuring that all bi-lateral and regional programs are designed and implemented in keeping with the Agency's rules, regulations, procedures and best practices.

The USAID Development Program Specialist (CAROU) provides technical input and guidance to USAID/DRC, CAROU management, U.S. Embassy staff in ROC, CAR, and Gabon, and USAID implementing partners in the Central Africa region, in their decision-making on a wide range of policy and programming issues. The incumbent will be required to develop a strong working relationship with other USAID bilateral Missions in the region to ensure relevant coordination and information sharing on key programs and priorities. The nature of the position in the Mission structure requires that the individual be highly knowledgeable in the substantive and administrative elements of USAID's assistance mechanisms and procedures and be capable of working independently with minimal supervision and direction.

The Specialist is responsible for providing leadership to the Mission in the design of activities, working closely with technical and support offices to ensure the design and implementation of programs/projects/activities in line with Agency and Mission strategies, objectives, and priorities. S/he also maintains communication and technical collaboration in support of USAID programming with technical- and high-level host country government counterparts, and similar staff of other donors and other international organizations operating in Central Africa.

The job holder is required to perform work-related travel.

2. *Statement of Duties to be Performed*

Program Implementation and Oversight (50% of time)

1. Supports implementation of USAID regional activities by covering monitoring and evaluation, learning, and reporting; coordinating periodic portfolio reviews; assisting in periodic field visits and formal activity evaluations, conducting data quality assessments (DQAs); implementing DQA recommendations, reviewing activity work plans and budgets; and managing reporting processes for regional activities, including the Performance Plan Report (PPR), Operational Plan (OP), Congressional Budget Justification (CBJ), Mission Resource and Request (MRR), and others as needed.
2. Provide strategic leadership by identifying and analyzing gaps and/or needs in activity implementation and making recommendations; preparing activity checklists and/or country checklist for regional activities and countries, ensuring full compliance with ADS 201 by reviewing concept notes, scopes of work and activity/program descriptions for Mission and Agency policy compliance; providing guidance on properly integrating regional programs with bilateral programs; and liaising with different technical offices to update the New Partnerships Initiative (NPI) Action Plan.
3. Maintain AOR/COR certification and serve as AOR, COR or Activity Manager, as required, for USAID/DRC-CAROU Program Office-managed activities such as the impact evaluations, policy analyses, and sector assessments.

Program Office Leadership (30% of time)

1. Serves as the primary point of contact for regional programming across Mission offices and with external stakeholders. As the POC, the incumbent will build and maintain strong working relationships with the highest-levels of USAID leadership, interagency colleagues, host governments, international donors, and civil-society organization counterparts to advance U.S. government policy objectives in the Central Africa region; coordinate the signing and support the preparation of the Development Objective Agreements (DOAGs) (and its accompanying amendments) and/or the Bilateral Framework Agreement with key USAID counterparts in host governments (CAR, ROC and Gabon); prepare official documentation and correspondence for program implementation (implementation letters, memoranda of understanding, etc.) with key USAID counterparts in host governments and/or other donor and international

organizations; represent USAID at high-level official meetings and workshops with host-country government and other stakeholders, as required, organize and leads regular coordination meetings between USAID/DRC, CAROU management, and U.S. Embassies in other countries in the region; organize regular meetings between USAID, U.S. Embassy and Senior Government officials in CAR, ROC and Gabon; and guide policies and reforms related to regional programming.

2. Provides communications resources for the regional portfolio, including designing and updating the USAID Fact Sheets for CAR, Gabon, ROC, and Central Africa Regional activities; helping to review and clear briefers and resources related to the regional portfolio; and preparing the briefing book for new Ambassadors and other State officials for CAR, Gabon, and ROC.
3. Co-leads the planning and preparations for all Front Office/VIP travel to countries in the regional portfolio handling logistics, document preparations, procurement, and all other travel-related tasks, as needed.

Alternate Mission Environmental Officer (MEO) (20% of time)

1. Serves as MEO for Mission activities during the absences of the Mission MEO, including ensuring full compliance with U.S. 22 Code of Federal Regulations Section 216 (22 CF 216) and ADS 204 compliance.
2. Advises Mission Management, technical office directors, activity design teams, AORs/CORs, activity managers, and technical evaluation committees on environmental compliance requirements.
3. Reviews environmental analyses and documentation (Initial Environmental Examinations [IEEs], Requests for Categorical Exclusions [RCEs], Environmental Mitigation and Monitoring Plans [EMMPs], Environmental Assessments [EAs], etc.).
4. Serves as Primary liaison between the Mission and the Regional Environment Advisor (REA), the regional Bureau Environment Officer (BEO), and the Agency Environmental Coordinator(AEC) on all environmental matters, including communication and facilitating approvals by USAID/Washington for all procurement actions under the Mission's portfolio.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The Incumbent will be supervised and guided by U.S. direct hire Regional Program Officer or designee

4. Supervisory Controls

None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of a bachelor's degree in finance, economics, business management, or a related field or equivalent.
- b. **Prior Work Experience:** Minimum of five years of prior experience in program development and oversight, including project design, performance management, budgeting, communications and/or donor coordination. Previous experience working with or for international NGOs, donor agencies, foreign governments, multilateral institutions, or international corporations is required. Previous experience should demonstrate increasing responsibility for exercising judgment and providing technical expertise leading to cost-effective, impactful programming.
- c. **Language Proficiency:** Level IV (fluent) English language proficiency, both oral and written, as well as Level IV (fluent) host-country language proficiency, both oral and written, is required.

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 thorough and comprehensive knowledge of the principles and accepted practices of project design, budgeting, implementation and oversight (including reporting, and monitoring and evaluation) is essential. A high level of familiarity with U.S. government policy, legislation and regulations related to the planning, funding, implementation and oversight of U.S. Official Development Assistance, or the ability to become cognizant in that knowledge within a year or less, is required. The incumbent will be likewise expected to develop within a year or less a similarly high degree of familiarity with USAID's programming in the Central Africa Region. A sound knowledge of regional economic, social, cultural, and political characteristics, or the ability to become cognizant in that knowledge within a year or less, is required.

Skills and Abilities (50 points)

This position requires excellent judgment, a high level of discretion, sophisticated analytical capacity, excellent interpersonal skills, and strong organizational ability. The incumbent must be able to obtain, analyze, and evaluate a variety of data and organize, interpret and present it in clear, meaningful oral or written form for varied audiences, including senior USAID and Embassy staff, as well as provide solid technical and policy analysis conducive to sound management decisions. This includes the ability to draft factual and objective memoranda that provide clear and well-supported recommendations for action. The ability to develop and maintain cordial, productive professional relationships with a wide range of individuals in a variety of organizations, and to perform effectively in a team environment, are a must.

This role requires the ability to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures. Incumbent must be a self-starter with strong organizational and time-management skills and a customer service mentality. Demonstrated ability to work independently and in collaboration with other team members and units is required. Computer literacy in Word, Excel, and PowerPoint is required and literacy in the Google Suite highly preferred.

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, CV, and 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). All four 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 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 **October 4, 2024, 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: **72066024R10012 USAID Development Assistance Specialist (CAROU)**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer 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

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:** 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 CCNPSC and TCNPSC 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/ads/policy/300/aidar>
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: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | 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/resources_standards-of-conduct.
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