



USAID | DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066024R10013
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 (Gender and Localization) – 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
Steve Cowper

Digitally signed by
Steve Cowper
Date: 2024.08.30
06:45:09 -04'00'

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
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066024R10013
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 (Gender and Localization)**
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 Development Assistance Specialist will guide the Mission in integrating gender equality and inclusive development in all Mission work and processes, support the Mission in meeting Agency requirements to address gender and inclusive development concerns, and assist with the implementation of gender- and inclusive development-related strategies, programs, activities, and monitoring and reporting throughout the USAID portfolio. The Specialist will provide analytical and programmatic support to USAID/DRC intended to promote an equitable impact of all USAID investments. The Specialist will also serve as the USAID representative for gender in fora such as the Gender Donor Thematic Working Group, led by the Ministry of Gender, and the Gender Interagency Working Group, led by USAID at the U.S. Embassy Kinshasa.

The Development Assistance Specialist will also lead the Mission's localization agenda. The Specialist will serve as the Mission's expert on local capacity strengthening and is responsible for implementing the Agency-wide policy initiative on Localization, including the implementation of locally led programming and the facilitation of more equitable partnerships with local actors. The Specialist will provide information to stakeholders including implementing partners, donors, private sector, and government actors on the integration of USAID's localization agenda into program planning and strategies. S/He will serve as a Contract Officer's Representative (COR) and/or activity manager for the Mission Localization contract and other related mechanisms.

The Development Assistance Specialist works under the general supervision of the Program Office's Knowledge Management Team Lead with guidance from the Supervisory Program Officer.

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

2. Statement of Duties to be Performed

Localization Specialist (50%)

1. Leads localization engagement responsibilities including serving as a resource for local organizations interested in beginning or increasing their relationship with USAID; connecting local partners with DC-based resources to ensure appropriate messages and resources are reaching the mission's local partners; working with the Mission's local partner unit to support and strengthen the capacity of local partners in the area of USAID operational policy, monitoring, evaluation, and learning; liaising with stakeholders in USAID/DC tasked with supporting locally-led development and systems practice to keep

abreast of the latest Agency developments and share lessons learned; leveraging local knowledge to support other important USAID initiatives as relevant including private sector engagement; and serving as the Program Office's Mission point of contact for current and future local partners particularly to orient them to USAID operations and policy.

2. Guides mission staff on all aspects of the integration of localization-focused programming, including advising on the tenants and policy structure of locally-led development, local partner capacity strengthening, and local-systems practice across the Program Cycle; working with the Mission's Localization Working Group and the Monitoring and Evaluation Specialist on Collaboration, Learning and Adaptation activities for direct awards to local organizations; providing recommendations on evaluation scopes of work which deepen local engagement within the performance assessments of USAID activities; leading localization initiatives under the Mission Localization framework and implementation plan in accordance with Agency guidance.
3. Serves as COR and/or Activity Manager to carry out management responsibilities for relevant contracts and/or other mechanisms within the mission. These include strategizing, planning, and participating in aspects of procurement or agreements; leading the design of the SOWs and other procurement materials of relevant upcoming contracts; supervising activity implementation by conducting routine field visits and data quality assessments, providing recommendations and reporting; ensuring that the budget system is used effectively to track program performance; and monitoring the budgets allocated to implementing partners within his/her portfolio (reviewing budget requests, monitoring use of funds, conducting pipeline reviews, drafting budget status reports, following up on irregular findings, providing advice for realignments of budgets, and assisting with accruals).

Gender and Inclusive Development Policy Advisor (40%)

1. Serves as the Mission's Point of Contact for gender equality and provides highly qualified policy and technical advice to technical teams on compliance with USAID's gender equality-related and other relevant policies and legal requirements, including the requirements described under the USAID/DRC's Gender Mission Order.
2. Provides substantial input into gender, youth and social inclusion policy analysis, research, project design and implementation, monitoring and evaluation. Supports the Mission's project and activity design teams, ensuring that gender and inclusive development integration are maximized. Provides recommendations on how projects may be better designed to ensure that both women, men, girls and boys all benefit equitably from USAID investments. Advises monitoring, evaluation, and learning efforts relating to gender, youth, and social inclusion performance, helping derive indicators, outcomes, and impacts of USAID-funded projects.
3. Serves as the primary Mission liaison for the Gender Donor Thematic group (Groupe Thematique Genre) and coordinates with the Government of the DRC (GDRC) and bilateral and multilateral donors on gender issues and programming. Coordinates the USG interagency gender working group for U.S. Embassy Kinshasa. Provides regular updates and progress reports on activities, assessments and evaluations, and progress on

gender integration in all Mission projects.

4. Supports the design and review of gender and inclusive development analyses for strategies and programs, including conducting literature reviews and producing summaries/briefers on the impact of gender inequality on the technical areas within which USAID/DRC operates. He/she collects and disseminates best practices and lessons learned in the DRC, regionally, and globally to integrate gender equality and positive inclusive development in programming, monitoring and evaluation. Drafts gender and inclusive development sections of strategic planning documents and provides relevant inputs for the Operational Plan and Performance Plan and Report, Congressional Notifications, and other reports within the Mission's three operating units.

Knowledge Management (10%)

1. Supports knowledge management efforts by implementing and maintaining information management systems; analyzing planning and reporting documents for program impact; making recommendations for suggested indicators and revisions of annual targets; streamlining processes for managing the Mission's response to information requests and storing and accessing data on the mission's programming; preparing additional reports and documents, such as Mission Concurrences, the annual Operational Plan, and the annual Performance Plan and Report, as needed.
2. Works with the Knowledge Management Specialist to monitor and track the Mission's locally led development practices and AORs/CORs' readiness, ability and experience with managing local awards, and the internal localization capacity needs. Maintains an up-to-date database of local partners, local subs and local consultants that can be leveraged across the mission for locally lead engagement and learning, including on WorkwithUSAID.gov. Ensures Mission's efforts to promote locally led development are captured in key reporting documents like the Country Development Cooperation Strategy, Operational Plan, Performance Management Plan, Mission Resource Request, and Performance Management Plan.

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 works under the general supervision of the USAID/DRC Program Office Knowledge Management Team Lead and will consult with other Program Office team members as needed. A high degree of collaboration with Mission technical teams is needed to perform the functions successfully

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:** A minimum of a Bachelor's degree in the field of organizational learning or development assistance such as public, business or development administration, knowledge management, political science, economics, development studies or closely related, inter-disciplinary fields and comparable educational credentials is required.
- b. **Prior Work Experience:** Minimum of five (5) years of work experience in positions related to gender analysis, gender programming in international development, and training in areas of gender integration and program monitoring. Some experience supporting local capacity building/strengthening activities with international organizations, NGOs, civil society, and/or bi-/multilateral organizations is required.
- 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)

The incumbent will be required to have a detailed knowledge of U.S. government, international donor, or other commonly utilized program and project management procedures

and guidelines, particularly gender and localization integration challenges, approaches, and best practices. A sound knowledge of the concepts, principles, techniques, and practices of development assistance is required as well as the ability to exercise critical thinking and adapt as needed. A sound knowledge of host-country and regional economic, social, cultural, and political characteristics, or the ability to become cognizant in that knowledge within a year or less, is required, particularly on challenges and impediments that the local context presents for women, youth, and other disadvantaged groups. The incumbent will be required to be proactive in keeping abreast of evolving gender equality and localization guidelines and policies which affect overall program activities within the Mission.

Skills and Abilities (50 points)

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. The ability to establish and maintain contacts with implementing partners is required. The ability to make public presentations and to represent USAID at events such as donor coordination meetings is required. The ability to communicate effectively, both orally and in writing, is necessary. The incumbent must be able to draft clear reports, analyses, and briefing documents in English, in a timely manner. The incumbent must also have excellent interpersonal and communication skills in order to: 1) facilitate productive professional relationships within USAID's culturally diverse team environment; 2) work calmly, tactfully, and effectively under pressure; 3) demonstrate extraordinary flexibility; 4) effectively manage multiple tasks at the same time, and 5) liaise effectively with embassy, host country officials, and other international donors.

The incumbent will be required to demonstrate the ability to advocate for gender equality and women's empowerment, inclusive development, and support for local actors within USAID and with external organizations and partners. The incumbent must have the ability to quickly develop a thorough understanding of USAID's gender equality-related policies and localization strategy and put them into action. Excellent organizational skills are 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: **72066024R10013 USAID Development Assistance Specialist (Gender and Localization)**
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	1	LOT	\$ _TBD_	\$ _TBD_ at Award after

	- Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				negotiations with Contractor -
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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