SOLICITATION NUMBER: 72067520R100001

ISSUANCE DATE: February 04, 2020

CLOSING DATE/TIME: March 03, 2020 - Midnight

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC): AID Program Development Specialist (Budget) based on the (Local Compensation Plan)

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,

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Ifeoma Ezeh
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72067520R100001

2. ISSUANCE DATE: February 04, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 03, 2020 - midnight Guinea local time

4. POINT OF CONTACT: Ifeoma Ezeh, Contracting Officer at iezeh@usaid.gov or Aminata Camara amcamara@usaid.gov.

5. POSITION TITLE: AID Program Development Specialist (Budget)

6. MARKET VALUE: 359,852,467- 539,778,694 [GNF] per annum equivalent to FSN-12
   In accordance with AIDAR Appendix J and the Local Compensation Plan of [USAID/Guinea] Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: One year renewable for up to a total of five years, subject to availability of funds and satisfactory performance, estimated to start on December 06, 2020.
   “The base period will be 1 year, estimated to start on o/a December 06, 2020. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for 1-year option period(s) for 4 years for the date(s) estimated as follows:"

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>December 6, 2020 To December 5, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option Period 1:</td>
<td>December 6, 2021 To December 5, 2022</td>
</tr>
<tr>
<td>Option Period 2:</td>
<td>December 6, 2022 To December 5, 2023</td>
</tr>
<tr>
<td>Option Period 3:</td>
<td>December 6, 2023 To December 5, 2024</td>
</tr>
<tr>
<td>Option Period 4:</td>
<td>December 6, 2024 To December 5, 2025</td>
</tr>
</tbody>
</table>

8. PLACE OF PERFORMANCE: US Embassy/USAID compound in Conakry, Guinea. with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: Cooperating Country Nationals/Third Country Nationals, Hiring preference - Reference: ADS 309.3.1.4 “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population and contribute to the local economy. If the Agency needs to fill a gap in U.S. direct-hire staffing, a USPSC is preferred over a TCNPSC. In all cases, the establishment of a TCNPSC position must be temporary, and must only be used when:
   • Qualified CCNs are not available.
Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and
Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.

10. SECURITY LEVEL REQUIRED: Facility access.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent serves as a Program Development Specialist for the Program Office. As Program Development Specialist, s/he provides support to the Program Office in budget planning, analysis and reporting. The incumbent prepares budget documents for Guinea and Sierra Leone, such as the Mission Resource Request, Operational Plan, Congressional Budget Justification, and Congressional Notifications. The incumbent performs budgeting, pre-obligation tasks, budget allowance and obligation tracking, and advises on program design and learning funds and administration and overhead funds. S/he further coordinates Development Objective Grant Agreement documentation and execution and maintains regular contact with host country government counterparts and USAID headquarters in Washington, D.C.

2. Statement of Duties to be Performed

**Budgeting**

- Lead the Mission’s budget planning, analysis, and reporting through USAID’s planning and reporting tools.
- Support technical teams and OFM financial analysts in preparing pipeline analyses, financial reviews, incremental funding, and other implementation follow-up actions.
- Work closely with the Program Office and the Office of Financial Management in reviewing existing Mission budget systems, processes, and reporting mechanisms to better manage USAID/Guinea and Sierra Leone portfolios.
- Provide guidance to Mission teams to ensure compliance with USAID budget policies and guidelines.
- Work in collaboration with Mission teams on responding to assigned requests, while demonstrating an ability to work under pressure with short deadlines.
- Prepare and disseminate user-friendly budget information to Mission teams and management.
- Prepare funding memos.
- Communicate with USAID headquarters on funding requests.
- Ensure compliance with pre-obligation requirements.
Reporting

- Prepare Operational Plans, Mission Resource Requests (includes providing guidance, coordinating preparation, editing, quality control, data entry), and other ad hoc budget tasks.
- Prepare relevant sections of Congressional Budget Justifications, Congressional Notifications, report narratives, and assist with preparation of the Performance Plan and Report.

Activity Design

- Assist technical teams with activity design.
- Review acquisition and assistance requests in USAID’s GLAAS system.

Liaison with Host Countries and donors

- Prepare formal agreements and amendments, such as Development Objective Grant Agreements, between USAID and host country governments.
- Coordinate the transmission of formal agreements to host governments.
- Maintain frequent contact with host governments and donors.
- Represent USAID/Guinea and Sierra Leone in high level meetings and workshops.

Strategy Development

- Assist in updating Mission strategy documents, such as the Country Development and Cooperation Strategy, the Integrated Country Strategy, and other strategic documents.

Program Office Management

- Maintain the Program Office record system, including electronic files.

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.

3. **Supervisory Relationship:** The Supervisory Program Officer has oversight and is responsible for the annual performance evaluation.

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 Master’s degree in Business Administration, Public Finance Management, Non-Profit Management, Public Administration, Public Policy, Project Management or other relevant discipline is required.
b. **Prior Work Experience**: A minimum of five years of progressively responsible experience within an international donor organization, USG Agency, or international development organization in the area of budgeting, planning and program management.

c. **Post Entry Training**: Familiarization training in USAID-specific procedures, regulations, and methods is required and will be provided. Other training, seminars, and conferences related to the function and needed to maintain professional qualifications may be provided as needed and available.

d. **Language Proficiency**: Level IV (Fluent Written and Oral) English and French are required.

e. **Job Knowledge**: Knowledge of budget analysis, planning, and reporting is required.

f. **Skills and Abilities**: Strong analytical, budget planning, and writing skills are required. The candidate must be able to draft concise, informative reports and briefing materials with short lead-times. Demonstrated ability to work within a team and positive interpersonal skills are required, including demonstrated ability to communicate and negotiate with tact and diplomacy with a variety of individuals. Proficiency in the use of Microsoft Word and Excel 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](https://www.acquisition.gov/browse/index/far).

**a) Selection Process**: After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualification required will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.

**b) Evaluation factors and basis of rating**: Applicants who clearly meet the minimum qualifications and basic eligibility (be a Guinean or other Ordinary Resident) requirements will
be further evaluated based on scoring of their minimum qualifications. Those applicants determined to be competitively ranked will also be evaluated on their interview performance. The applicants are required to provide at least three to five references that can provide substantive information about his/her past performance and abilities. At least one of the references provided should be a current or former supervisor.

In the cover letter the applicant must address the point listed in factor 1.

**FACTOR #1: (40 Points)**

The applicant must demonstrate his/her ability to work independently, managing competing tasks and demonstrate experience in budget analysis.

**FACTOR #2: (60 points)**

Interview Performance: The applicant must demonstrate an ability to solve problems, to communicate budget information clearly and work effectively on a team.

**Total possible points: 100**

Satisfactory professional Reference Checks will be conducted but yield no points.

Candidates who are applying for this position must fully meet the education (graduated and degree and/or diploma already received) as specified and work experience requirement. There is no exception for meeting the minimum requirements.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2.** “Offeror Information for Personal Services Contracts with Individuals,” available at [https://www.usaid.gov/forms/aid-309-2](https://www.usaid.gov/forms/aid-309-2) The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**SOLICITATION #720675R19100003 – USAID PROGRAM DEVELOPMENT SPECIALIST (BUDGET) and submit only ONCE via e-mail to:** conakrypscjobs@usaid.gov

4. Submit a cover letter outlining your responses to the evaluation factor listed in section III, above.

5. Submit a current resume/CV
6. Provide the names of three to five references with current contact information, with both an e-mail address and a telephone number.

All the above mentioned documents are **REQUIRED**, must be **SIGNED** and prepared in **ENGLISH**.

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:

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit security form OF-174.

VI. **BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**
   a. Year End bonus
   b. Tabaski Bonus
   c. Transportation

2. **ALLOWANCES (as applicable):**
   A Miscellaneous Allowance.

VII. **TAXES**

N/A

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:


2. **Contract Cover Page** form **AID 309-1** available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms). Pricing by line item is to be determined upon contract award as described below:
# LINE ITEMS

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
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<td>$<em>TBD at Award after negotiations with Contractor</em></td>
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<td>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
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</tbody>
</table>


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

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.