



SOLICITATION NUMBER: 72066020R10007

ISSUANCE DATE: May 22, 2020

CLOSING DATE/TIME: June 19, 2020 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – Supervisory Voucher Examiner, 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.

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 information.

Sincerely,

/S/

Priscilla Sampil
Contracting Officer

Physical Address:
U.S. Agency for International
Development
Mobil Building
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Gare Centrale / Gombe / Kinshasa
Democratic Republic of Congo

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066020R10007
- 2. ISSUANCE DATE:** May 22, 2020
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 19, 2020, at
17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
- 5. POSITION TITLE:** Supervisory Voucher Examiner
- 6. MARKET VALUE:** Equivalent to **FSN-09**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo. Final compensation will be negotiated within the market values.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **October 2020**. The services provided under these contracts are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo (DRC) 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:** Regional Security Office Clearance

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Supervisory Voucher Examiner, located in the Office of Financial Management (OFM) at USAID/DROC, serves as the leader of the Accounts Payable (AP) section, consisting of 3 Voucher Examiners and 1 Document Control Clerk. The Supervisory Voucher Examiner reports to the Chief Accountant and is the primary person responsible for all functions, strategic planning and monitoring of the Accounts Payable function. The Supervisory Voucher Examiner is a senior level position and in addition to cutting-edge technical expertise requires advanced skills in team management, planning and creativity. The Supervisory Voucher Examiner works closely with the senior management at the DROC mission, local banks, U.S. Department of the Treasury and the United States Disbursing Office.

USAID/DROC OFM also provides financial management support to 2 USAID non-presence countries, namely the Central Africa Republic and the Republic of Congo. The Supervisory Voucher Examiner manages the assignment requests for the AP team for such services.

2. *Statement of Duties to be Performed*

Oversight and Strategic Leadership 35%

- Oversees the Accounts Payable (AP) function and performance, including reviewing payments and monitoring deadlines, to ensure consistent quality, rigorous adherence to payment regulations and internal controls, and efficient operations.
- In coordination with the Chief Accountant and the other senior OFM staff, develops and executes a payables and receivables management strategy to support USAID/DROC's strategic development objectives.
- Develops systems and processes for the AP function that are compatible with other financial management sections and technical teams' activities and objectives.
- Regularly monitors the mission outstanding advances and open bills for collection to ensure compliance with USAID rules and regulations and reporting requirements.
- In consultation with the Chief Accountant and the other senior OFM staff, establishes and documents standard operating procedures and agreed levels of payment services.
- Serves as the AP expert within USAID/DROC on issues related to the interpretation and applicability of USAID, US Government and Government of DROC rules, regulations and laws on fiscal policies and procedures as related to payments, receivables and collections.
- Leads the response to AID/Washington data calls on payments, receivables and collections. Reviews and completes the Improper Payment remote testing data call and Improper Payment self-reporting data call regularly sent by USAID/CFO's office.
- Provides support in responding to implementing partners' audits and financial reviews.
- Coordinates with the Chief Accountant and other OFM section heads on cross cutting issues.
- Reviews periodic closeout actions and proper, timely and accurate reporting of existing unliquidated balances and obligation postings.
- Manages the Mission's travel card program (Declining Balance Cards (DBC) for local staff and TCNs, includes managing and monitoring the Citibank online account for all cards, liaising with the Agency's Travel Card Coordinator in Washington DC and Citibank. Troubleshoots and addresses traveler card issues.
- Ensures that all Citibank official USAID cards including the DBCs, purchase cards and travel card are paid accurately and in a timely manner.
- Manages the cashier operations, provides periodic cashier report, and forwards them to the appropriate US Disbursing Office for reconciliation purpose.
- Serves as liaison with the Inspector General on matters related to payments and receivables (for e.g. during the Government Management Reform Act (GMRA) audits and/or other audits.
- In the absence of the Chief Accountant and at the request of the Controller, serves as the Acting Chief Accountant.
- Occasionally travels as business needs require within and outside DROC.

Unit Supervision and Staff Management 30%

- Provides guidance and coaching to Voucher Examiners and Document Control Clerk, as necessary, on the consistency and accuracy of the accounts payable and accounts receivable processes. Ensures that they fully understand and implement the Agency's

financial related policies, applicable laws and regulations, and the on-going updates to these policies and laws.

- Develops and executes long term, strategic plan for the accounts payable team's human resources needs, including hiring, performance management and mentoring.
- Prepares the annual staff performance evaluations in accordance with Agency and Mission guidance.
- Works with subordinates to create and implement annual career development, work objectives and training plans.

Customer Service 20%

- Establishes and shares customer service and quality standards that are specific, measurable, achievable, relevant and time limited.
- Develops and utilizes reports to monitor quality and efficiency of the Accounts Payable (AP) team against agreed upon standards. Shares these reports regularly with the AP team and OFM management to make informed management decisions.
- Maintains regular contact with the customers, vendors, local banks and USAID implementing partners, on issues of payment process and standards.
- Serves as a mission and global advisor on accounts payable methods and techniques, systems, policy interpretations, procedural changes, problem resolution, and provides guidance for compliance with payment related policies, contract terms, and applicable laws and regulations.
- Provides advice and assistance to technical officers, other USAID officials, USAID implementing partners and host country officials on issues related to accounts payable and accounts receivable in relation to new and existing grants, loans, and technical projects to ensure compliance with USG regulations and local capacity building.
- Coordinates and schedules TDYs and virtual support with global missions requesting payment services from USAID/DROC.
- Takes a lead role in the development and delivery of global accounts payable training modules that incorporate Agency and US government policies and regulations, new technologies that are being used or will be used in the future and best business practices.
- Conducts formal and informal training sessions internal controls and accounts payable concepts for USAID/DROC employees based on the identified needs.

Process Improvement 15%

- Develops capacity and educates mission staff so that they can more effectively comply with USG and USAID regulations.
- Establishes a quality assurance process, regularly reviews and, if necessary, revises the internal control procedures and processes to ensure the detection and prevention of inefficient performance of all payment-related functions while protecting USAID financial resources from waste, fraud, and abuse.
- Uses the quality assurance procedure to ensure compliance with applicable laws and regulations.
- Analyzes and evaluates new and existing systems, policies, regulations and standard contract conditions to determine their impact on the accounts payable functions. Makes recommendations to mitigate any negative consequences and enhances processes and leads the implementation of such changes.

- Develops innovative solutions to increase efficiency and meet changing work demands and regulations.

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 incumbent is directly supervised by the Chief Accountant.

4. Supervisory Controls:

The incumbent provides formal supervisory duties and responsibilities directly to 4 employees, which consists of 3 Voucher Examiners (FSN-7) and 1 Administrative Assistant/Document Control Clerk (FSN-7).

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines basic eligibility for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

a. Education: At least two years of full time, post-secondary study (or equivalent hours spread across a part time study period) at college or university in Finance, Accounting, Economics, Commerce, or Business Management Administration is required.

b. Prior Work Experience: Minimum requirement is 5 years of financial management experience, including at least 3 years in an accounts payable function.

c. Language Proficiency: Level IV (fluent) in spoken and written English and French 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>.

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum required qualifications will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

The evaluation and selection criteria of the selected candidate will be based on a review of Quality Ranking Factors (QRF) listed below. The applicants who obtain the highest score based on the criteria defined will be interviewed either in person or by telephone at USAID's discretion and may also be required to pass a written test (depending on the TEC Chairperson's decision).

Professional references and academic credentials will be evaluated for offerors being considered for selection. 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.

Quality Ranking Factors (QRFs):

Job Knowledge (60 points)

Knowledge of the features and operations of automated accounts payable systems and software, audit regulations, cashiering, financial reporting, internal controls, principles of accounting and best practices related to accounts payable is required. General knowledge of DROC and U.S. commercial and business law is required.

Skills and Abilities (40 points)

Excellent interpersonal and communication skills to communicate clearly and effectively with team members, external and internal clients and vendors. Excellent supervision skills to manage subordinates with varied skills and knowledge. Outstanding analytical skills to identify and mitigate risks or take advantage of opportunities. Computer skills and knowledge of the Microsoft Office Suite standard software - Word, Excel, and Power Point - is required. Knowledge of other presentation software and Google Applications is required.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

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/usaid-jobs/>
2. Offers must be received by **June 19, 2020 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Offers must be submitted ONLY via usaidhrkinshasa@usaid.gov and the email subject line must say :**72066020R0007 Supervisory Voucher Examiner**.
5. Please submit the Offer only once; and
6. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance

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 **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 ITEM

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: <i>R497</i> - Accounting Info: 660-MOD-OEFSNDROC	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>

END OF SOLICITATION