



USAID | NORTH MACEDONIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SKOPJE-2019-15
ISSUANCE DATE: 05/15/2019
CLOSING DATE/TIME: 06/05/2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (*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, Sections I through V** 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,

Carlos Gutierrez
Executive Officer/Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: SKOPJE-2019-15**
- 2. ISSUANCE DATE: 05/15/2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 06/05/2019 at 5:00 p.m. Skopje Time**
- 4. POSITION TITLE: Program Budget Analyst**
- 5. MARKET VALUE: EUR 24,287 to EUR 33,998 gross p.a. equivalent to FSN-09**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Skopje. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** CCNPSCs are the contracts of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
- 7. PLACE OF PERFORMANCE: Skopje, North Macedonia**
- 8. SECURITY LEVEL REQUIRED: Employment Authorization**
- 9. STATEMENT OF DUTIES:**

The incumbent serves as a Program Budget Analyst in the USAID/North Macedonia Program Office (PRO) and reports to the Program Office Director.

The primary purpose of this position is to administer the formulation, execution, presentation and justification of the USAID program budget over various fiscal years. PRO oversees the formulation of USAID North Macedonia's program budget submissions, justifications, execution and status reporting. The incumbent leads USAID's contributions to the U.S. Mission to North Macedonia's annual program budget planning, justifications, execution and status reporting, for example Mission Resource Requests (MRRs), Congressional Program Budget Justifications (CBJs), Operational Plans (OPs), and other congressionally mandated reports. The incumbent coordinates closely with the USAID Europe and Eurasia Bureau (USAID/E&E), as needed. All program budget related decisions are approved by the USAID North Macedonia Country Representative.

Specifically for USAID/North Macedonia, the incumbent will oversee formulation of program budget estimates for activities in coordination with technical and financial management officers; develop and implement effective systems, methods and techniques of budgeting and forecasting long-range activity funding needs; review and analyze the

USAID/North Macedonia program budget; and perform historical data comparisons to inform projected future requirements for program funds. The incumbent will prepare draft Congressional Notifications (CNs), in collaboration with USAID/E&E program office budget unit.

MAJOR DUTIES AND RESPONSIBILITIES:

Program Budget Formulation

Develops activity level Operating Year Budgets (OYB) for USAID/North Macedonia, to include prior year un-obligated carryover funds and current year appropriations, coordinating with technical teams. Work requires thorough knowledge of the portfolio, resource requirements, and analyses of activity expenditure rates and pipelines.

Plans and coordinates USAID North Macedonia's contributions to the annual OP and MRR, as well as inputs to the Bureau Resource Request (BRR) and congressional notifications/justifications (often formulated by Washington). Serves as the administrator of USAID program budget formulation, tracking and reporting systems, which may include OPS Master, legacy, Phoenix and nextGen FACTS INFO. Uses Phoenix Viewer expertly and other USAID budget and financial systems as needed to formulate budgets and track execution. Provides USAID staff with program budget and systems training as needed.

Analyzes *ad hoc* funding requests and develops options and recommendations within existing resource levels and advises on the impact of efforts that require additional resources.

Advises USAID/North Macedonia leadership and technical teams on CN requirements, format and submission schedule. Prepares, clears and submits to USAID/E&E CNs for processing and submission to Congress. Tracks CN clearance process and advises on CN status.

Performs long-term, multi-year resource planning, considering USAID North Macedonia strategic directions and program priorities, general country program budget trends and expected future-year program budget levels, Life of Project (LoP) requirements, mortgages of current and planned activities, and initiatives, earmarks and directives.

Maintains the USAID/North Macedonia budgeting tool to ensure the accuracy and linkage of all program budget formulation spreadsheets, through various program budget scenarios for various fiscal years, and updates budget vs. actual obligations.

Program Budget Execution

Tracks and records allowances, commitments, and obligations against budgets throughout the year using Agency tools, such as Phoenix Viewer. Ensures timely obligation of funds before fiscal year end or expiration of funds. Ensures adherence with approved procurement plans. Prepares spend plans and budget allowance requests, as needed and requested. Tracks, re-programs and assists with the de-obligation of excess funds prior to

fiscal year end or fund expiration. Tracks congressional initiatives, earmarks and directives at the activity level.

Assists technical teams in preparation of obligation documents. Prepares supporting program budget documentation and that appropriate funds are budgeted and available for obligation, and that new activity approvals and pre-obligation requirements have been met prior to committing and obligating funds.

Prepares documentation and memoranda to include program budget change notices, reprogramming requests, or emergency requests for funds.

Maintains the USAID/North Macedonia's budgeting tool, updates budget vs. actual obligations in all required systems, reconciles obligations in the tool, and ensures linkages among budget spreadsheets through budget scenarios for various fiscal years.

Program Budget Reporting

Analyzes complex EXCEL data using intermediate to advanced EXCEL skills such as pivot tables, look ups, index match and VBASIC, and provides *ad hoc* and monthly reporting, to include briefing materials and standard reports to include spreadsheets and charts, tailored to audiences with varying degrees of budget literacy to include USAID North Macedonia leadership, USAID/E&E colleagues, technical team members and PRO staff. Reports should include diverse details of the programmatic budget to actual status, including by Integrated Country Strategy or Country Development Cooperation Strategy objectives, program areas, program elements, and activities. Reports will include current fiscal year and historical budget plans as well as actuals, trends, and various budget requests. Produces budget reports showing planned versus actual obligated levels, and OYB matrices.

Maintains the budgeting tool; optimizes tool and develops new reports as needed. Ensures budget tool links all budget scenarios and produces replicative, consistent and accurate reports. Trains users on report generation and tool upkeep as required.

Technical Program Budget Expert

Serves as a key contact for USAID North Macedonia and USAID/E&E staff on a variety of program financial issues concerning North Macedonia; provides advice and recommendations to PRO and technical teams on strategic resource planning, budget formulation, justification and implementation procedures; serves as a program budget liaison with USAID/E&E.

Interprets and assesses the impact of new and revised Congressional legislation, directives, initiatives and earmarks on the formulation of the USAID North Macedonia resource allocations. Develops new methods and techniques for establishing resource planning parameters, frameworks and guidance to inform long-term and annual planning at the country and functional initiative level.

Evaluates, plans, and directs the analytical and evaluative work for critical USAID North Macedonia functions related to the development and presentation of program budget

plans. Plans, establishes, and directs program planning and control systems. Builds capacity in other staff to implement these systems. Evaluates policy, instructions, and legislative directives affecting specific budgetary submissions to assure adherence to the policy and directives.

The job holder may be expected to perform work-related travel.

SUPERVISORY RELATIONSHIP:

The PBA receives supervision from the USDH Supervisory Program Officer, or his/her designee, who will provide direction and work objectives.

SUPERVISORY CONTROLS:

Supervision is via consultations and correspondence and will include setting of priorities, deadlines, guidance and disciplinary actions.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

(6) “Cooperating country” means the country in which the employing USAID Mission is located.

(7) “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.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Human Resources Office, USAID/Macedonia **via** **mmacedonia@usaid.gov**

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor’s degree in Accounting, Finance, Business Administration, Statistics, Mathematics, Economics, Engineering, IT or Database Management is required.
- b. **Prior Work Experience:** Three to five years of progressively responsible work experience in accounting, financial or budget analyses, budget planning, justification, and execution is required. Experience analyzing and reporting on complex budgets,

using intermediate to advanced EXCEL skills, is required. Work experience in an English-language office environment is desirable.

- c. **Language Proficiency:** Level IV (fluent) English, Macedonian and Albanian language proficiencies are required in speaking, reading, and writing and knowledge of technical terms relevant to the position.
- d. **Knowledge:** Incumbent must have a professional-level knowledge of budgeting principles, concepts, and practices and the use of software tools to manage complex budgets, such as MS Office applications, including Word, Excel, Power Point, and MS Access or Tableau. The incumbent must also have a working-level knowledge of how budgeting supports strategic management.
- e. **Skills and Abilities:** Must have the ability to plan and analyze complex budgets, using complex EXCEL source data and distil into simple, easy to read charts and graphs. Must have the ability to apply intermediate to advanced EXCEL skills to formulating and managing complex budgets, including pivot tables, index match, look ups, macros and VBASIC, including charting and graphing. Must be able to collect and analyze complex financial and budgeting data, and prepare precise, accurate, replicable and complete reports. Must be able to analyze accounting records and determine the need for various types of entries and adjustments. The able to relate the purpose and objectives of programs/projects to their costs and fiscal requirements is desirable. Must be able to solve problems and recommend solutions in complicated situations, taking into consideration myriad factors and variables, such as late budget appropriations (laws) and delayed availability of funds, uncertain funding levels, and unexpected budget reductions. Must have command of MS Office applications, including Word, Excel, Power Point, and MS Access or Tableau.

The incumbent must be able to organize their work and be able to multi-task to meet deadlines. Excellent interpersonal and communication skills are required. The incumbent must be able to command respect and engender cooperation among peers, supervisors, embassy colleagues, and host-country counterparts as appropriate. Must have excellent written and spoken English, and the ability to communicate clearly, as verbal reports and presentations are frequently required.

III. EVALUATION AND SELECTION FACTORS

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: 10 points
2. Experience: 20 points
3. Knowledge, Skills and Ability: 35 points
4. Interview Performance: 35 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview and written examination; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

The candidate with the highest overall score will be selected based on the criteria above. The final phase of the selection process is the probationary period. The probationary period is six months.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the documents listed below:
 - Proof of the required education level
 - Copies of documentation that confirms your legal eligibility to work in this country (Copy of ID/passport)
 - List of References
2. To apply for this position visit the U.S. Embassy Skopje website, and follow the instructions at the following page: <https://mk.usembassy.gov/embassy/jobs/> and on the Electronic Recruitment Application (ERA) link search for Program Budget Analyst (USAID).
3. Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted using the Electronic Recruitment Application (ERA) system.
4. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the (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 the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Skopje's form)
3. Authorization for Release of Information (US Embassy Skopje's form)
4. Certificate of Criminal Records (obtained from the pertinent court)

5. BENEFITS/ALLOWANCES

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

1. **BENEFITS:**

The Mission participates in the Local (Macedonian) Social Security System and all eligible LE Staff are required to participate. All compensation payments made by the USG to enrolled employees, are subject to payroll deductions for mandatory employee contributions to the Macedonian Social Security System at the applicable rate under the Law on Compulsory Social Insurance Contributions, dtd 12/31/2018.

Employee LSSS contribution/payroll deduction rates are as follows:

Compulsory pension and disability insurance: 18.4%

Compulsory health insurance: 7.4%

Supplemental compulsory health insurance covering risks of occupational disease or injury: 0.5%

Compulsory unemployment insurance contribution: 1.2%

There are no employer LSSS contributions.

2. **ALLOWANCES:**

The Mission provides transportation, meal and miscellaneous allowances, in accordance with the Skopje Local Compensation Plan, in amount of Euro 2,386 p.a. These allowances are subject to Social Security Contributions.

6. **TAXES**

Local Employee Staff is responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make yearend local income tax payments.

7. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/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> .
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>.

- AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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>.