



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066320R100027

ISSUANCE DATE: 12/2/2020

CLOSING DATE/TIME: 12/16/2020

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

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,

James Cerwinski
A/Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066320R100027
2. **ISSUANCE DATE:** 12/2/2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 12/16/2020 before and/or on 5:00PM Ethiopian local time (close of business).
4. **POINT OF CONTACT:** Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.
5. **POSITION TITLE:** USAID Supervisory Voucher Examiner
6. **MARKET VALUE:** FSN - 10, \$18,740 to \$ 33,728
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Ethiopia*. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** *Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Estimated to start on 04/02/2021.*

The **base** period will be five years. Estimated to start on 04/02/2021.

Base Period:	<u>04/02/2021-04/01/2026</u>
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8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa* with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** All CCN interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national 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 certification.
11. **STATEMENT OF DUTIES:**

1. ***General Statement of Purpose of the Contract***

Serves as Supervisory Voucher Examiner in the Office of Financial Management (OFM) for the USAID/ETHIOPIA Mission and client missions (USAID/Djibouti, African Union, Office of Foreign Disaster Assistance (OFDA) and Overseas Transition Initiative (OTI). Manages the Payment Section within OFM and is responsible for ensuring the eligibility, accuracy, and integrity of all payments processed by the Mission. Responsibilities include, but are not

limited to, supervision of two Senior Voucher Examiners, one VAT/Voucher Examiner, and one Accounting Technician. Gives guidance to and trains subordinates on USAID payment processing, as well as monitors and rates overall performance. Serves as a technical expert on USAID rules and regulations in payment-related areas. Provides advice, guidance and technical assistance to Mission staff, contractors, grantees, and vendors. Reviews and analyzes complex vouchers and/or claims against technical projects, contracts and grants along with complicated international travel vouchers and more complex vouchers against purchase orders. Takes the lead in payment-related special activities to research issues and organize decision-making processes.

2. Statement of Duties to be Performed

a) Supervision Of Payment Section (35%)

Plans, organizes, and supervises the work of five employees (three Voucher Examiners, one VAT/Voucher Examiner, and one Accounting Technician) engaged in providing the full range of voucher examination, payment, cashiering, and payroll liaison services for USAID/Ethiopia and client Missions. Organizes and assigns/distributes work among staff. Shifts assignments as required by absence or sudden increases in workload. Establishes priorities when conflicting demands for service arise. Approves and manages the leave schedule and controls leave during the year to ensure adequate staff presence to carry out work. Ensures that staff receive adequate formal or on-the-job training for complete understanding of their responsibilities and for the effective execution of their duties. Conducts on-the-job training for staff. Ensures that all positions are properly backstopped, making sure that employees are properly cross-trained. Participates in the selection of subordinate staff, establishes work objectives and rates and conducts performance reviews of subordinates, and makes recommendations regarding awards, promotions, disciplinary action, etc.

Reviews completed work to ensure compliance with USAID regulations and procedures with terms of the authorized obligating document, for accuracy and technical adequacy, and that all required documentation is attached. Tracks work in-progress and follows up to ensure compliance with the Prompt Pay Act; that is, sees that payments are made on time and, where necessary, payments are delayed. Reassigns work or intervenes as required to avoid payment of penalties. Adds interest in cases where payments are unavoidably delayed. Reviews outstanding advances, ensuring that appropriate and timely follow-up is made on old outstanding items. Reviews collection documents for accurate and timely posting into the accounting system. Oversees the liaison with USAID/East Africa for the payroll of the Mission's Third Country Nationals (TCN) and short-term USPSCs. Monitors the administration of allowances (ex. COLA, education, separate maintenance) for off-shore international staff.

Provides technical guidance to staff regarding interpretation and application of payment regulations and procedures. Resolves questions of propriety and adequacy of documents and any other payment-related issues raised by staff. Analyzes and evaluates new and revised systems and regulations to determine their impact on the Payment Section. Recommends and guides the implementation of substantive changes in current methods and procedures to comply with new requirements and/or to improve operation, and gives staff instructions on new or revised requirements. Analyzes needs/problems in payment-related activities and takes

the lead to research and gather information about the issue and prepares documented preliminary determinations.

b) Payment Processing (30%)

Examines and analyzes complex program vouchers against contract/grant provisions, terms and conditions, U.S. and host country laws, and USAID rules and regulations, which may vary against instruments utilized (contracts, cooperative agreements, grants, participating agency service agreements, interagency agreements, implementation letters, host country contracting, etc.). Vouchers reviewed include a variety of activity types (such as construction, technical assistance, commodities, etc.), and may represent different payment provisions, including fixed price, cost reimbursement, fixed fee plus cost reimbursement, progress payments, and advance liquidations. Also, examines and analyzes other difficult and complex vouchers such as complex travel vouchers and complex claims against purchase orders. Prepares journal vouchers for adjustments and 1081s to transfer funds from one appropriation to another.

Proactively and independently communicates with contractors, grantees, vendors, host government officials and employees (both orally and in writing) to provide guidance or interpretation of payment requirements, which includes project technical procedures related to financial terms or conditions of implementing mechanism. Drafts or reviews communications concerning disallowance of payment and request for additional documentation, and replies to inquiries on these and other payment related matters. As may be required, requests additional information needed to make payment.

c) Coordination (20%)

Serves as the Mission's technical expert on the payment process and provides technical assistance as required. Responds to inquiries from Mission and client mission employees and outside vendors/payees on queries regarding payments. As required, participates on management teams and committees, to provide technical input to the solution of payment-related issues and to determine Mission policy and procedures for such issues, such as new or revised Mission Orders or Notices. As needed, participates with USAID program and technical officials, and occasionally, host country officials in the development of procedures for processing vouchers for new technical projects. Provides the Chief Accountant and Controller periodic reports related to the ongoing work of the Payment Section.

d) Other Duties (15%)

Serves as a Subject Matter Expert (SME) on E2 Travel Solutions, the Agency's mandated automated travel system and provides technical assistance, as needed. Conducts training on the utilization of E2 for Mission staff. Conducts training on USAID rules and regulations for Mission and partner staff related to travel, vouchers, advances and liquidations. Monitors the payment and reimbursement of value added tax (VAT) and ensures that a tracking system is in-place that accurately shows the status of outstanding claims for reimbursement. Assists in communicating with the Ethiopian Revenue and Customs Authority when there are issues with

VAT reimbursements. Performs payment verifications in coordination with the Financial Analysts.

3. ***Supervisory Relationship***

Works under the direct supervision of the Certifying Officer.

4. ***Supervisory Controls***

Serves as the supervisor and rating official for three grade 8 FSN Voucher Examiners, one grade 7 Voucher Examiner, and one grade 6 Accountant Technician.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **EDUCATION:** A bachelor's degree in accounting, Finance, Business Administration or closely related field.

b. **PRIOR EXPERIENCE:** At least four to five years of progressively responsible experience in voucher examination, accounting or related field work. A minimum of two years in voucher examination for a USG agency/NGO and especially in reviewing complicated contracting activities.

c. **LANGUAGE:** Level IV abilities in both English and Amharic are 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>.

Therefore, the TEC may conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and/or written test. The CO will consider findings from the reference checks as part of the responsibility determination.

a. **EDUCATION (20 points):** A bachelor's degree in accounting, Finance, Business Administration or closely related field. *Additional evaluation points will be given to offerors who exceed the minimum requirement.*

- b. EXPERIENCE (40 points):** At least four to five years of progressively responsible experience in voucher examination, accounting or related field work. A minimum of two years in voucher examination for a USG agency/NGO and especially in reviewing complicated contracting activities.
- c. KNOWLEDGE, SKILLS, and ABILITIES (40 points):** Thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of government and business financial accounting, budgeting, reporting, and auditing.

Supervisory skills, plus the ability to plan, organize, delegate, and follow-up are mandatory. Must be able to comprehend and apply to the voucher examining process detailed regulations and procedures pertaining to the work. Must possess considerable tact and diplomacy and good cross-cultural communications skills to explain clearly and convincingly to employees, project officers, Office Team Leaders, contractors, grantees, vendors the rationales for non payments and collections, as well as explain applicable rules regulations and procedures. Good computer skills with proficiency in Excel and Word, and the ability to use a calculator are required.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
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. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Application must be submitted **ONLY** via ***addisusaidjobs@usaid.gov*** and the email subject must say– solicitation ***72066320R100027, USAID Supervisory Voucher Examiner. This solicitation will also be posted on USAID Ethiopia career page. Be sure to include your name and the solicitation number at the top of each page.***
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer 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.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Per the Mission's policy.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN 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 ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations

	- Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]				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/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia 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/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is 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.