



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066320R100028

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 OE Accountant/Budget Analyst**

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.:** 72066320R100028
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 OE Accountant/Budget Analyst
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 4/02/2021.*

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***

As the Operating Expense (OE) Accountant/Budget Analyst for USAID/Ethiopia, the incumbent is responsible for the Mission and client Missions' (USAID/Djibouti and USAID/African Union) accounting for operating expense fund. S/he provides funds availability clearances on all OE funded instruments via systems such as Phoenix, E2i, ILMS/ARIBA and or other systems as the Agency deems necessary and commits and obligates

in Phoenix. Ensures fund control is maintained by reviewing and obligating instruments, allocating the applicable fund accounts and cost object class codes on timely manner. Produces reports and supporting financial data to ensure progress on expenditures remains on track. Performs 1311 reviews and accruals of OE and FSN Trust funds on quarterly basis. Based on projections, makes recommendations on adjustments as emerging trends dictate. Reviews and posts Voucher Audit Reports (VADR) assigned, matches reconciled SF -1221 items in e-CART, follow-up and clear outstanding reconciling items within 90 days of a transaction. The incumbent closely coordinates with the Executive Office personnel, USAID/Djibouti and African Union (client) missions' country representatives and OFM staff to manage the mission and client missions' OE fund.

As a primary backup for the Budget Analyst, s/he prepares and manages the Mission and client missions budget including Cost of Operation Budget (COB), annual and quarterly OE fund spend plans and reporting. S/he also serves as the alternate backup for the Project Accountants and provides funds availability clearances on all program funded instruments.

2. Statement of Duties to be Performed

A. OE PROJECT ACCOUNTING 50%

Responsible for the Mission's and client Missions' accounting for operating expense fund. Reviews and classifies commitment and obligation documents including purchase orders, contracts, leases and other obligation documents. Ensures that supporting documents are attached, terms of payment are clear and governed by the Prompt Payment Act as appropriate, activity descriptions are sufficiently clear, Tax Identification Numbers have been obtained by EXO Office personnel (TIN, SSN) for U.S. payees, and mathematical figures are correct. Provides fiscal data on the obligation documents and posts all approved obligations, reservations, budget allowances, de-obligations and re-obligations to Phoenix. Ensures that cumulative commitment and obligations do not exceed the budget allowance level and monitors obligations against the budget. Informs the Mission Director and country representatives on a regular about the balance remaining in the Representation Allowance and ensures that obligations do not exceed the authorized level.

Calculates, maintains, and monitors split funding based on ADS funding source criteria for operating expenses and program funds. Works closely with the Budget Analyst and Chief Accountant to ensure the accuracy of accounting reports sent to USAID/Washington. Maintains the FSN Separation Trust Fund including all accounting, reporting, and document preparation. Reviews and transfers funds to the Trust Fund Appropriation every year in July and liquidates the trust fund ULOs transferring disbursements using SF 1081 from FSN S & B MODs for those staff who left the mission.

Reviews and funds OE related commitments/obligations in Phoenix, Electronic Travel management system (e2), purchase orders in ARIBA/ILMS and so on. On regular intervals, prepares and processes budget realignments for both OE and program funds to ensure that appropriate funding sources are fairly charged based on the split funding tracker. In addition, the incumbent responds to requests from USAID/Washington, senior U.S. Embassy staff at

post (USAID/Ethiopia and USAID/Djibouti) and Mission management regarding funding for consolidated ICASS services.

Develops accrual data in consultation with the Executive Office personnel and client missions' staff on a quarterly basis. Records accrual figures, properly annotates and ensure amount posted reconciles with the supporting documentation. Also keeps accrual documentation for audit trail.

B. FUNDS CONTROL AND COMPLIANCE 20%

Maintains the performance and integrity of the Agency's automated accounting system (Phoenix) to ensure accuracy of the official accounting records for a variety of complex technical programs. Operates the Agency's automated data processing system to establish and maintain budget allowances, general ledger transactions, commitments, obligations, earmarks, and liquidation status records for activities financed from US dollar appropriations Funds. Ensures that funding instruments are approved by the obligating officials before the fact and recorded in the Agency's accounting system (Phoenix) on time.

Performs on continuous basis a comprehensive 1311 review of OE funds unliquidated obligations and prepares journal vouchers to de-obligate excess funds as required for possible re-obligation into other activities or return to the Agency.

Monitors and controls funds usage to ensure the budget is not exceeded. Periodically performs an analysis of past expenditure rates, current and projected pipelines, and future burn rates to ensure that adequate funding is always maintained, and accurate accruals are prepared.

Ensures compliance with the Agency's policies and procedures regarding standard operating accounting processes. These include developing, verifying, recording and reporting accruals; following-up and recording 1311 reviews; developing and reporting planned expenditures; performing cash reconciliation and addressing/posting all open cash reconciliation items under US dollar appropriated funds; identifying and recording Advice of Budget Allowances; and developing pipeline analyses. Contributes to documentation requirements for the conduct of periodic audits and assessments as mandated by the Government Management and Reform Act (GMRA) and Office of Management and Budget circulars (OMB). Applies the first-in-first-out (FIFO) accounting method in utilizing the appropriated funds. Advises the mission personnel on any changes in USAID financial management procedures and policies.

C. REPORTING AND OTHERS 20%

Prepares timely periodic accounting reports such as spending plan for OE funds, detailed quarterly and summarized pipeline reports, expiring funds and funds to be cancelled reports, and budget status reports. Based on data generated, develops expected burn rates for the upcoming six-month period and discusses corrective actions leading to more timely expenditure of OE funds.

Reviews and posts Voucher Audit Reports (VADR) assigned, matches reconciled SF -1221 items in e-CART, follow-up and clear outstanding reconciling items within 90 days of a transaction.

In coordination with the Administrative Assistant/T & A Supervisor, reviews the informal Bill for Collections and reminds employees to settle their bill on a timely manner. Prepares formal Bill for Collections for those AOPs that have been outstanding for a month, posts to Phoenix and follow up until closed.

D. BUDGETING AND PROGRAM PROJECT ACCOUNTING 10%

As a primary back-up to the Supervisory Budget Analyst, responsible for drafting the annual OE budget for USAID/Ethiopia mission, USAID/Djibouti, African Union, OFDA and OTI client Missions. Develops Cost of Operation Budget (COB) for the Mission and client Missions. Works in close coordination with Executive Office personnel and country representatives of client missions to ensure that the budget accurately reflects Mission and client missions' requirements. Analyzes actual budget execution against the planned budget and recommends changes as trends indicate. On a basis of cost analysis, recommends means of reducing costs and effectively utilization of operating expense fund. Drafts the quarterly Mission's and client Missions OE fund spend plan for submission to USAID/Washington.

S/he closely works with the Budget Analyst, Chief Accountant, Controller, EXO and country representatives of the client missions to fully obligate the fund by the end of the fiscal year in which they are allowed. On regular intervals, prepares and processes budget realignments for both OE and program funds to ensure that appropriate funding sources are fairly charged based on the split funding tracker. In addition, the incumbent responds to requests from USAID/Washington, senior U.S. Embassy staff at post (USAID/Ethiopia and USAID/Djibouti) and Mission management regarding funding for consolidated ICASS services. Serves as the secondary backup to Project accountants and provides funds availability clearances for program funded instruments.

3. *Supervisory Relationship*

Works under the direct supervision of the Supervisory Budget Analyst.

4. *Supervisory Controls*

This position has no supervision responsibility.

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:** Five years of progressively responsible experience in professional accounting or closely related field.
- c) **LANGUAGE:** Level IV (Fluent) in English and Amharic, written and spoken.

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):** Five years of progressively responsible experience in professional accounting or closely related field.
- 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.

Must be able to maintain a budget and identify practices and procedures that require correction or modification. Ability to analyze numerous accounting records. Determines the need for various types of accounting entries relating the purpose and objective of funds to their costs and fiscal requirements. Must develop and maintain active contacts with USAID staff with the Executive Office staff and country representatives of client missions. Requires the ability to present facts and recommendations in a clear and concise manner, both orally and in writing. Computer skills with knowledge of the software used in controller's office (finance) including Microsoft Excel, Word, Access, and Power Point. A working knowledge of the Internet and good calculator and typing speed are also 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 ***72066320R100028, USAID OE Accountant/Budget Analyst. 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 - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	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>

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.