

**SOLICITATION NUMBER:** 72066023R10017  
**ISSUANCE DATE:** May 23, 2023  
**CLOSING DATE/TIME:** June 20, 2023 at  
 17:00 (Kinshasa Time)

**SUBJECT:** Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – (may be used to fill several positions) USAID Project Management Specialist (Bureau of Humanitarian Assistance-BHA) 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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

/S/

**Sanoussi Traore**  
**Contracting Officer**

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-2220	Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528 <a href="http://www.usaid.gov/cg">http://www.usaid.gov/cg</a>
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066023R10017
2. **ISSUANCE DATE:** May 23, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 20, 2023 at  
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit, e-mail at  
[usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Bureau of Humanitarian Assistance-BHA)
6. **MARKET VALUE:** Equivalent to **FSN-11** in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is Five (5) years, estimated to start o/a October 2023 or earlier if required clearances are obtained. 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 satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of Congo 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.”
  - **Third Country Nationals as defined in AIDAR Appendix J:** “Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See [22 CFR 228.15](#)).

**10. SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office, after an offer of employment received.

## **11. STATEMENT OF DUTIES**

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

The Bureau for Humanitarian Affairs (BHA) handles all humanitarian assistance for USAID. The BHA has established a Sub-regional Office in Kinshasa, Democratic Republic of Congo (DRC), which reports to the Regional Office in Nairobi, Kenya. The sub-regional office is responsible for BHA programs in Central African Republic and the Republic of Congo as well as in DRC. With an annual budget of \$386 million, BHA's DRC program is one of the largest humanitarian portfolios in the world. The DRC team has a staffing pattern of twenty positions: an Office Director and Deputy Office Director, 2 team leaders, 4 program officers, 5 project management specialists, 1 deputy team leader, 1 Senior Regional Program Officer, 1 Regional Humanitarian Affairs Officer, 2 Administrative Assistants and 2 drivers.

The BHA DRC team ensures the effective planning, oversight, implementation and evaluation of emergency and development resources valued on average over the past three years at \$380 million. Funding is through International Disaster Assistance (cash) and Title II (in-kind food). On average the team oversees delivery of 90,315 metric tons of Title II food aid each year in addition to cash-based programming. The BHA team portfolio ranges from 5-year development to 12-18 month emergency awards. These involve a range of specialized regulations due to various U.S. appropriations for humanitarian response, as well as host country requirements. Assistance covers a range of modalities from in-kind Title II food aid to cash-based transfers to activity grants and technical assistance. BHA implements awards in as many as fourteen provinces. Most of these are in a highly volatile, complex emergency context, with limited access due to ongoing fighting, lack of transportation infrastructure, and seasonal flooding. BHA targets both conflict-affected populations and the most food insecure populations in refugee camps, ad hoc sites for displaced persons, remote rural communities, and peri-urban areas. Annually the team manages approximately forty-five emergency awards with international private voluntary organizations (PVOs) and with Public International Organizations (PIOs). BHA also manages three development assistance awards (valued at \$10 million/year each) with PVOs in the DRC.

The BHA Project Management Specialist will ensure effective management of BHA resources primarily in the DRC, and as needed in the ROC and CAR. His/her primary responsibility is to effectively assess humanitarian needs, then plan an appropriate response using a variety of USG tools. S/He will be responsible for the proper, transparent application and use of USG emergency and development assistance. The incumbent analyzes the humanitarian situation, reports on the impacts of shocks on lives and livelihoods, and briefs on conditions of vulnerable communities. S/He helps design and monitor strategic approaches and partnerships to build save lives, reduce suffering, and strengthen resilience. The BHA Project Management Specialist ensures assistance

is being targeted and distributed effectively and equitably with attention placed on protection of beneficiaries. S/He serves as Activity Manager for an average of five awards valued at approximately \$22 million/year and is the alternate for an equal secondary portfolio. S/He is further expected to support the full portfolio through technical backstopping in a specialized field such as markets, livelihoods, health, agriculture, water/sanitation, nutrition, protection, or supply chain management. The position requires a great deal of independence during travel and use of personal judgment. S/He will be expected to participate and represent BHA interests with outside stakeholders, such as local authorities and humanitarian working groups. The BHA Specialist is expected to spend approximately 25% of his/her /her time traveling for site visits, monitoring, partner and representational meetings, and evaluations.

## *2. Statement of Duties to be Performed*

### **Project Management and Oversight – 55%**

- Serve as an Activity Manager for an average of five awards valued at approximately \$22 million/year in USG Title II, IDA, or other resources, as need determines. Serve as the alternate Activity Manager for an equal secondary portfolio. Work closely with the Assistance Officer's Representative (AOR) in Washington, ensuring that in-country activities are implemented in accordance with USAID regulations and in adherence to the approved award. Prepare follow-on recommendations for modifications, improvements, and activity management needs. Prepare requests and generate reports through USAID systems (GLAAS, ABACUS, etc...) in support of program implementation and management.
- Routinely monitor implementing partner's program performance in the field, ensure coordination across BHA programs, and address challenges. This includes ensuring the assistance is reaching the correct beneficiaries, evaluating partner's management, reviewing program progress, and analyzing food commodities issues, such as warehousing and distribution, supply chains and logistics, targeting, and post distribution monitoring. Report USAID/HCTM/OHCI/DS-298 DS-298, USAID Version 10-2019 findings of field monitoring visits and analysis to BHA staff, USAID Mission Director and his/her Deputy, BHA/Washington Country Backstop Officer and other interested parties including U.S. State Department. Advise on implementation issues including immediate reporting of any actual or suspected diversions of USG resources, missed targets, and non-compliance with USAID regulations. Make recommendations for addressing and solving any problems that are discovered, provide feedback to the implementing partner, and conclude with follow-up to ensure improvements.
- Analyze and provide formal feedback to partner reports, including analysis of trends and recommended follow-up actions – such as Annual Results Reports (ARR), Pipelines and Resource Estimate Proposal (PREP), quarterly required and ad hoc reports. Compile information and populate Mission Operational Plans and Performance Results Reports.

- Ensure compliance by BHA and its partners with USAID regulations and policies governing the management of Title II food aid commodities, cash-based transfers, and grants, as well as the prevention of sexual misconduct, and other relevant issues for emergency and development assistance. Document any issues of possible fraud, waste, or mismanagement to appropriate authorities.

### **Technical Leadership and Strategic Planning - 25%**

- Assist in the design of new programs for humanitarian assistance, including drafting of country-specific information for requests for applications.
- Assist in the evaluation of on-going or previous humanitarian programs.
- Serve on technical evaluation committees to review concepts, applications and proposals related to emergency and development assistance.
- Provide technical leadership for the humanitarian team (and where needed to the broader USAID Mission) on at least one specialty area, such as nutrition, commodity management, health, water/sanitation, livelihoods, resilience, or vulnerability assessments.
- Advise on strategic planning and budgeting for future use of Title II and other USG humanitarian resources.
- Capture program results and generate systems to communicate program successes, lessons learned, useful examples for improved performance and long-term impact.
- Engage in USAID global initiatives, learning exercises and strategy development to ensure that BHA programming is effectively integrated into Mission strategies, such as Country Development Cooperation Strategies or sectoral analyses undertaken by other USAID offices.

### **Situation Analysis and Coordination - 20%**

- Collect information and provide regular situation reports on humanitarian needs throughout the DRC and/or, as needed in the Central African Republic and the Republic of Congo.
- Regularly communicate on humanitarian and development issues related to the portfolio with a broad network of contacts (beneficiaries, community leaders, implementing partners, contractors, in-country authorities, associations, humanitarian agencies).
- Represent USAID in policy dialogues, early warning, and assistance coordination platforms at the national and provincial level.

- Due to security concerns, BHA staff cannot always visit many implementation sites. Therefore, the incumbent will be required to provide background knowledge of the geographic areas and population groups in the areas served, as well as analysis of security incidents and other shocks to the BHA team and colleagues to assist in assessing needs and prioritizing resource requests.

- Conduct independent verification of needs and independently review internal and external analyses in areas such as targeting, modalities of assistance, crop production, nutrition, food security, health, water/sanitation, markets, supply chain, assets and livelihoods, climate adaptation, and disaster management. Recommend actions to BHA/DRC and BHA/Washington for forward planning and budgeting.

*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.*

*Supervisory Relationship:* The employee will be supervised by the Team Leader or another BHA team member, as delegated by the Team Leader.

*Supervisory Controls:* The employee may receive regular guidance from BHA/Washington on specific job elements. The FSN will be part of the broader BHA team and accordingly will liaise closely with the BHA Officers in regional platforms, as well as the Global BHA and other USAID humanitarian staff as needed.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all of the education, work experience and language factors are considered NOT qualified for the position.

- a. **Education:** University (Bachelor's) degree in the technical field relevant to humanitarian assistance (such as agriculture, environment, health, economics, water/sanitation, social sciences, public administration or international relations).
- b. **Prior Work Experience:** At least 5 years progressively responsible experience in the field of food assistance or in the implementation and monitoring of other humanitarian or development programs with U.S. or host government agencies, United Nations, Private

Voluntary Organizations or other such organization with emergency or development capacity.

- c. **Language Proficiency:** Level IV fluency in English and in French, both written and spoken, is required. Language competence may be tested.

### 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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

#### **QUALITY RANKING FACTORS (QRFs):**

##### **Job Knowledge: 50 points**

- (1) international relief or development programs, especially emergency or development food assistance modalities and implementation.
- (2) assessment methodologies, such as for displaced populations, emergency nutrition, livelihoods and coping strategies, crop production.
- (3) host government policies for aid administration and current political/security operating environment.

##### **Skills and Abilities: 50 points**

The position requires a great deal of independence during travel and use of personal

judgment, and at times will require the incumbent to represent USAID in unplanned situations. Additional skills needed include the following: (1) functional skills in Microsoft Office and ability to rapidly learn and use new technology; (2) excellent interpersonal skills and ability to work collaboratively and diplomatically in a team, with a variety of stakeholders, often under tight deadlines and with competing priorities, ability to work effectively with a wide range of interlocutors, such as implementing partners, host government officials, UN Officials, U.S. Ambassadors and others; (3) ability to work independently with minimal supervision on field visits; (4) strong written and oral communication skills to effectively summarize disparate sources of information into succinct presentations to recommend courses of possible action, and to record trip observations; (5) strong judgment and critical thinking skills on assessing situations, judging possible infractions of USG regulations in areas of responsibility, recommending actions, and synthesizing information; (6) demonstrated analytical skills and understanding of basic statistical and accounting principles; and (7) ability to able to make proper judgments that respond to the situation on the ground, including a strong understanding of the political environment domestically and regionally.

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

**Total Possible Points: 100 points**

#### SELECTION PROCESS

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references check will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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.

*“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.”*

#### **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/usaids-jobs/> and on USAID D.R.Congo Career page <https://www.usaid.gov/democratic-republic-congo/work-with-us/careers>
2. Offers should also include a **supplemental document of up to two pages** that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Language Skills, Job Knowledge, Skills and Abilities and Prior Work Experience).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **June 20, 2023, at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Offers must be submitted ONLY by e-mail attachment to [usaidsrkinshasa@usaids.gov](mailto:usaidsrkinshasa@usaids.gov) and the e-mail subject must say: **72066023R10017 – USAID Project Management Specialist (Bureau of Humanitarian Assistance-BHA)**
7. Please submit the Offer only once; and
8. Late and incomplete Offers will not be considered.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. 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:
  - Authorization for release of information form
  - Overseas Vetting Questionnaire
  - Diplomatic Security Identity Assurance System (DSIAS) enrollment form
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS (as applicable): 13<sup>th</sup> month bonus; 14<sup>th</sup> 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 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](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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBC	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>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**END OF SOLICITATION**