



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068524R10003

ISSUANCE DATE: December 4, 2023

CLOSING DATE: December 25, 2023 -23:59 (GMT)

SUBJECT: Solicitation for an Auditor
Cooperating Country National Personal Services Contract (CCN/PSC)
(Senegal 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** 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,

Rodney Stubina, PhD
Supervisory Regional Executive Officer
USAID/Senegal

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72068524R10003
2. **ISSUANCE DATE:** December 4, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 25, 2023– 11:59 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at Usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** Auditor
6. **MARKET VALUE:** From FCFA 29,560,871 to FCFA 45,994,583 equivalent to grade FSN-11 (no relocation benefits; see page 6 for benefits). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a April 1, 2024. Based on Agency need, the Contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a April 1, 2024, to March 31, 2025
Option Period I:	o/a April 1, 2025, to March 31, 2029

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The incumbent serves as an auditor in the USAID Office of Inspector General (OIG) Africa Regional Sub-Office/Dakar. Under the supervision of a U.S. direct hire auditor, the incumbent is responsible for auditing U.S. Agency for International Development (USAID) programs, functions, and operations in Africa, or on other entities. The incumbent will perform financial and performance audits based on generally accepted government auditing standards, conducts internal control and fraud assessments, develop audit procedures, perform various analytical audit procedures, and make recommendations to management to address weaknesses identified. In addition, the incumbent

performs a variety of other projects, including performing audit desk reviews of Agency nonfederal audits, quality control reviews, presentations, and other work assigned. The incumbent coordinates with USAID officials to present the audit results recommendations, orally and through written audit reports, and also liaises with USAID partners/beneficiaries, external auditors, and host country supreme audit institution officials.

The job holder is required to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

1. The auditor, located in the Africa Regional Sub-Office/Dakar, serves on an audit team responsible for conducting broad financial and performance audits on U.S. Agency for International Development, United States African Development Foundation (USADF), and Millennium Challenge Corporation (MCC) programs, functions, and operations in programs, functions, and operations, or other entities. The incumbent is responsible for performing all segments of the audit – planning, fieldwork, and reporting the results of the audit. S/he conducts all audit work in accordance with government auditing standards, using TeamMate audit management software. As directed by the lead auditor, the incumbent is responsible for professionally preparing important segments of the audit, including: audit proposals; planning audits; developing audit programs; conducting field work; conducting interviews with Agency and other high level officials, including those from host governments and public and private organizations relevant to the audit; identifying appropriate sources and systems for gathering data and information, and analyzing evidence from the organization or program being audited; developing relevant conclusions with documented support; analyzing data collected to determine whether applicable laws, regulations, and program requirements were met, coordinating with OIG stakeholders; preparing and indexing working papers in TeamMate; writing well-written debriefs and reports presenting audit findings; conducting entrance and exit conferences with the auditee; and facilitating recommendation closure. When directed by the audit assistant director, the incumbent will act as the lead auditor and provide technical guidance to staff assigned to the audit. (40%)
2. The incumbent performs audits, follow-up audits, oversees financial audit reports prepared by nonfederal auditors, including Supreme Audit Institutions of host country agencies receiving USAID funds, for adherence to laws, regulations, and agreed-upon procedures. S/he conducts quality control reviews, and provides guidance and approvals on nonfederal audits to ensure contracted audit work is performed consistent with Generally Accepted Government Auditing Standards (GAGAS), OIG, and other required professional standards. S/he also ensures quality of audits by reviewing the auditor's quality control system. (40%)
3. The incumbent works as an auditor to evaluate the efficiency, effectiveness, and economy of U.S. foreign assistance programs, functions, and operations; determine compliance with applicable laws and regulations; evaluate internal controls; and identify fraud, waste, and abuse. (10%)
4. The incumbent contributes to various other tasks as assigned by the supervisor, such as contributing to annual audit planning, training other audit staff, independently referencing OIG products such as draft and final reports, performing special analyses, providing feedback for performance appraisals, representing the OIG in professional settings and interprets records, documents oral discussions when necessary to complete audit work, and for other professional purposes, as assigned. (10%)

Supervision Received: The supervisor of record is the Africa Regional Office/ Assistant Audit Director in coordination with a U.S. direct hire audit team lead and the Non-Federal Audit (NFA) Coordinator/Auditor who provide the incumbent with general day-to-day guidance and supervision.

Supervision Exercised: None.

a. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

2. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Minimum of Bachelor's degree of Accounting, Commerce, Finance, or Business Administration is required.
- b. **Prior Work Experience:** Minimum of five years progressively responsible professional experience in accounting or auditing is required.
- c. **Post Entry Training:** Introduction to OIG, Teammate, wide variety of audit related trainings to meet GAGAS professional requirements, and on-the-job training is required.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Level IV (fluent) in oral and written French and English is required. Written English skills are particularly important. The incumbent must be able to express ideas and concepts clearly and accurately both verbally and in writing.
- e. **Job Knowledge:** A basic knowledge and understanding of generally accepted government auditing standards and generally accepted accounting principles, theories, and terminology is required. Familiarity with USAID program and activity design, implementation, and evaluation is required.
- f. **Skills and Abilities:** Excellent written and oral communication skills, highly developed analytical and planning skills, and the ability to interpret and apply government auditing standards and techniques is required. Skills and abilities in performing audits, including financial, performance, and compliance reviews, and internal control and fraud risk assessments are required. Ability to perform sophisticated analysis of management controls and evaluate and identify the capability and capacity of USAID implementer/beneficiary organizations and systems is required. Ability to exercise independent judgement and work through complex challenges in a logical and timely manner to identify system vulnerabilities and be able to present the risks in a clear, concise, and convincing manner. Strong interpersonal skills and tact to conduct effective working relationships with employees and officials throughout the audit process, and the ability to professionally represent the OIG. Proficient skills in writing English, and MS Word and MS Excel are particularly important. Must be willing to travel outside the country to other countries within the region and periodically other regions.

3. **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>.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete

applications from applicants who do not meet the minimum requirements will not be scored. Candidates will be tested on English writing skills and relevant technical skills. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Evaluation Summary

1. Education: 25 points
2. Prior Work Experience: 20 points
3. Written Communication: 20 points
4. Oral Communication: 15 points
5. Skills and Abilities: 20 points

Rating System

Total Points: 100 points

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.

4. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, and submitted electronically to: usaiddakar-hr@usaid.gov with the **following email subject line: [name of applicant] Solicitation 72068524R10003 Auditor.**

Qualified applicants are required to submit the following five (5) items in separate email attachments in one email submission:

- a. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills, and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be: Cover letter [name of applicant] Solicitation 72068524R10003.
- b. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] Solicitation 72068524R10003.
- c. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] Solicitation 72068524R10003.
- d. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <https://www.usaid.gov/forms/aid-309-2> or <https://sn.usembassy.gov/wp->

content/uploads/sites/209/AID_FORM_309-2.pdf . Offerors are required to **complete and sign the form**.

- e. Copies of relevant **academic degrees/diplomas, certificates, and other documents (such as short writing samples) supporting the application** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] Solicitation 72068524R10003.
- f. A copy of National ID Card.

Offers must be received by **December 25, 2023** and submitted to usaiddakar-hr@usaid.gov.

ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.

5. LIST OF REQUIRED FORMS PRIOR TO AWARD

- a. Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).
- b. 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.

6. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; Medical insurance, and Supplementary pension plan

Allowances: Transportation; Meal; Miscellaneous; and Seniority.

7. TAXES

In accordance with Mission policy and Senegalese local labor laws.

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

- a. **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/ads/policy/300/aidar>.
- b. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
- c. 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>
- d. **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/OGES%20Regulations>

e. **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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

CLEARANCE PAGE: Auditor position, FSN-11

Digitally signed by Benjamin K
Owusu Jr

Name: _____ Date: 2023.12.01 14:06:34 +02'00' Date: _____
Africa Regional Office/ Assistant Audit Director