



**USAID**  
FROM THE AMERICAN PEOPLE

**KOSOVO**

**SOLICITATION NUMBER: 72016721R10003**

**ISSUANCE DATE:** June 15, 2021

**CLOSING DATE/TIME:** June 29, 2021/5:00pm

**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,

Gëzim Hysenagolli  
Supervisory Executive Officer/Contracting Officer



ATTACHMENT 1

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.;** 72016721R10003
- 2. ISSUANCE DATE:** June 15, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 29, 2021 at 5:00 p.m. Pristina Time
- 4. POINT OF CONTACT:** Human Resources Office, USAID/Kosovo via [pristinausaidhr@usaid.gov](mailto:pristinausaidhr@usaid.gov).
- 5. POSITION TITLE:** Voucher Examiner
- 6. MARKET VALUE:** FSN-8 equivalent (Euro 22,570 – Euro 31,593 per annum)  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Pristina. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** CCNPSCs are contracts of a continuing nature depending on funds availability and Mission needs.
- 8. PLACE OF PERFORMANCE:** Pristina, Kosovo
- 9. ELIGIBLE OFFERORS:** 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.**



**10. SECURITY LEVEL REQUIRED: Employment Authorization**

**11. STATEMENT OF DUTIES:**

The Payment Section handles and processes all claims for payment against contracts and grants used to implement the Mission’s activities and claims related to the support of its administrative operations. As a member of the FMO Team, the Voucher Examiner (VE) ensures that performance of assigned duties reflect well on this section and the entire office and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID/Kosovo. Under the supervision of the Chief Accountant, the VE plans and organizes the work of the Payment Section. The VE examines and processes a wide variety of highly complex and routine administrative type invoices submitted for payment to USAID/Kosovo. The VE maintains close communication with the Mission’s Cognizant Technical Officers, Implementing Partners (IPs) and external vendors (oral and written) to resolve any issues discovered during the voucher examination process; prepares audit computations and records payment claims data in PHOENIX, the Agency financial management system, and in the Agency Secure Image and Storage Tracking (ASIST) system. Routes the examined claims to the Chief Accountant for further review and to the Authorized Certifying Officer (ACO) for final approval and processing. The incumbent is also fully responsible for the drafting and documentation of any resulting bills for collection and submitting them for approval to the Authorized Billing Officer.

**MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME**

**PROGRAM FUNDED CLAIMS: 65%**

The VE examines and audits payment claims submitted by IPs for costs incurred under highly-complex, multi-million, long-term projects funded by USAID. The VE analyzes the claims and all supporting documentation to ensure that amounts are in accordance with contract provisions, budget line items, application of indirect cost rates and rate adjustments, level of effort required and payment documentation. Also ensures that payments are in accordance with applicable U.S. laws and regulations, including compliance with the Prompt Payment Act. The VE examines technical assistance project vouchers, including payments under grants, indefinite quantity contracts (IQC), purchase orders, fixed fee and cost reimbursement contracts, and funds disbursed and managed by contractors. Analyzes requests for advances and reconciles amounts requested against expense reports submitted by the contractor or grantee to ensure compliance with USAID “cash on-hand” limitations. The VE interprets applicable regulations and contractual terms and makes a preliminary determination whether a payment is proper or should be questioned entirely or partially. Ensures that claims are administratively approved by the cognizant approving officer and checks all computations on invoices and supporting documentation for accuracy and propriety. Advises the ACO of any identified problems and proposes solutions to resolve them.

Coordinates with AORs/CORs, contractors, vendors and employees concerning vouchers being examined, both orally and in writing, to request additional information regarding

invoices and to provide guidance on documentation requirements. In some instances makes field visits to contractors and grantees to provide assistance in the handling of requests for payments, advances and on supporting documents necessary to process these payments.

Reviews vouchers to verify that appropriate authorizations and certifications are present, and that valid supporting documentation and/or receipts are attached. Determines if payments are in compliance with USAID regulations, agreements, Mission Orders; are mathematically correct, and that sufficient funds committed or obligated are available.

The VE ensures that improper or duplicate payments do not occur. Upon completion of examination process, the VE completes the electronic process of the payment in Phoenix and ASIST and scans and uploads all supporting documentation to these systems to enable continuation of the payment process.

The VE drafts written justification for any suspended or questioned payment and relays the information to the AOR/COR for final delivery to the IP.

#### **ADMINISTRATIVE CLAIMS**

**10%**

Excluding USAID funded administrative payments processed by the State FMO for goods and services procured under the ICASS agreement with State (mainly utilities, residential leases and shipping and transportation charges), The VE examines and processes a wide variety of administrative invoices and vouchers ensuring conformance with the terms of the original purchase order, contract, lease, and/or other authorizing document. The VE coordinates with the cognizant approving officer and/or vendor to clarify compliance with contractual terms, as necessary. Claims under this category include payments to employees under approved allowances (e.g. foreign transfer, separate maintenance, reimbursements under education allowances, FSN separation payments), payment for local procurements, office lease payments, etc.

#### **PERIODIC REPORTING**

**25%**

Maintains monthly Advance Outstanding report and follows-up on overdue outstanding advances with the FAs and AOR/CORs in order to obtain the related liquidation reports or reimbursement of any excess funds held by the IP.

Supports the monthly cash reconciliation process with the USDO (SF 1221) and U.S. Treasury (SF 224) by recording in Phoenix all disbursements made by other Agencies or Missions against USAID/Kosovo funded instruments.

Serves as the Mission's E2i Subject Matter Expert (SME) providing guidance to travel arrangers and/or travelers as necessary.

Coordinates with the EXO payment activities required under the Mission Declining Balance Cards (DBC) program and monitors established internal controls to ensure proper use and accountability of the DBCs.



Prepares Memorandums of Collection (MOC), as appropriate, and distributes the processed MOCs to cashier and payees.

On a daily basis, monitors the status of all vouchers in process using standard and customized Phoenix reports.

Provides back-up support to the Document Control Clerk (DCC) during the incumbent's periodic absences.

#### **SUPERVISORY RELATIONSHIP:**

Supervision Received: Incumbent is supervised and receives general guidance and instructions from the Controller and direct day-to-day supervision from the Chief Accountant. Work flows directly from sources (vendors, contractors, travelers etc.). Work is not reviewed in process, but the Chief Accountant clears completed work for completeness and accuracy prior to certification by the ACO.

Supervision Exercised: None

#### **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A minimum of college/university studies in Accounting, Finance or Business Administration is required.

**Prior Work Experience:** Minimum of three to four years of progressively responsible experience in voucher examining, accounting and related financial management work required.

**Language Proficiency:** Level 4 (fluent) of English. Level 4 Albanian and/or Serbian is required.

**Job Knowledge:** The incumbent must possess a thorough knowledge of USG regulations and procedures regarding disbursements, collections and international travel. Complete familiarity with all voucher types, and their preparation and processing procedures in Phoenix and ASIST is required, once on board. A thorough knowledge of applicable sections of the Foreign Affairs Manual (FAM), Federal Travel Regulations (FTR), Department of State Standardized Regulations (DSSR) and Automated Directive System (ADS) is required. The incumbent must possess a thorough knowledge and understanding of Kosovo's Laws and regulations related to finance.

**Skills and Abilities:** Ability to comprehend and logically and properly apply detailed technical project regulations, terms, and conditions to the voucher examination process are required.

Must be able to identify the guidelines applicable to a specific situation, interpret the guidelines, and suggest a resolution. Once a process for resolution is agreed upon, incumbent should be able to negotiate implementation of the resolution. Must maintain cordial and professional relationships with USG and IP personnel. Must be an advanced user of Microsoft Suite products (Excel, Power Point and Word) and USAID data management systems (Phoenix, ASIST, E2i, etc.). Must be able to read, interpret and apply provisions of leases and contracts to a variety of working situations making determinations as to whether there is a USG obligation and that there is a legitimate basis of disbursement of government funds. Successful performance of almost all the duties requires interpretation of USG regulations with limited supervision; incumbent must be an individual who is self-motivated. Incumbent must be skilled in reading complex regulations in English, interpreting, and relating them to issues at hand. Must possess considerable skills in articulating complex issues orally and in writing, e.g., to explain disallowance of claims, to describe alternative or hypothetical conditions.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

In order to be considered for the position, an offeror must meet the Minimum Qualifications listed under Section II. After an initial application screening, the best qualified offerors will be invited for an English written examination and/or to an oral interview.

The successful offeror will be selected based on a review of:

- Offeror's qualifications
- Relevant work experience
- General skills and abilities (communication, interpersonal, etc.)
- Written examination results
- Interview and
- 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.



**Other information regarding position:**

**Post Entry Training:** Training in USAID voucher examination requirements and in the use of Phoenix and ASIST systems will be provided. Special courses in USG accounting and provide On-the-Job training in USAID accounting policies and procedures. Training in USG Travel and Transportation policies and regulations, E2i and other payment related courses will be provided as available and as required.

**IV. PRESENTING AN OFFER**

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2** available at <https://www.usaid.gov/forms> and documents listed below:
  - Cover letter and current résumé/curriculum vitae (CV) limited to two pages each. The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing.
  - Offeror must provide a minimum of three name references within the last ten years from the applicant's professional life, namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references. **Do not send reference letters.**
  - Proof of the required education level (copy of certificate or diploma)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to [PristinaRecruitment@usaid.gov](mailto:PristinaRecruitment@usaid.gov)
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) signed resume/CV (with list of recent references), and (3) signed AID 309-2.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Application packages with incomplete and/or unsigned forms or related documents will not be considered for further processing. The solicitation will be posted at the U.S. Embassy Pristina website at <https://xk.usembassy.gov/embassy/jobs/>

## V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the successful Offeror will be provided instructions about how to complete and submit forms for onboarding process.

## VI. BENEFITS/ALLOWANCES

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

### BENEFITS:

The Mission participates in the Kosovo Local Social Security System (LSSS) and all eligible Locally Employed Staff are required to participate. The LSSS require contributions by both, the employee and the employer.

The Mission provides medical coverage for employees and their immediate dependents.

### ALLOWANCES:

The Mission does not provide any allowances.

## VII. TAXES

The U.S. Mission withholds local income tax payments for all employees subject to local taxation laws and transmits the taxes withheld to the Tax Administration of Kosovo on behalf of employees.

## VIII. 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](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>.
  
- 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).

**EQUAL EMPLOYMENT OPPORTUNITY:**

USAID 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.

**SUBJECT TO FUNDS AVAILABILITY**