



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068523R100010

**ISSUANCE DATE:** March 27, 2023

**CLOSING DATE:** April 17, 2023

**SUBJECT:** Solicitation for an Accountant Technician  
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.

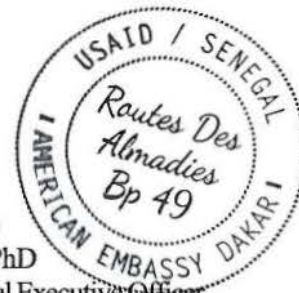
Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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:** 72068523R100010
2. **ISSUANCE DATE:** March 27, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 17, 2023 – 11:59 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** Accountant Technician
6. **MARKET VALUE:** From FCFA 14,964,344 to FCFA 23,426,240 equivalent to grade FSN-8 (no relocation benefits; see page 8 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 June 1, 2023. 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 June 1, 2023 to May 31, 2024
Option Period 1:	o/a June 1, 2024 to May 31, 2028

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**

This is the position of Accountant Technician. The position is in the Budget and Accounting (B&A) Division, Office of Financial Management (OFM) USAID Mission to Senegal, which includes regional operations. The position will be responsible for performing the full range of B&A Division support functions to the Mission (Technical Teams, Mission and regional offices, and other US Government (USG) Agencies). The primary purpose of this position to maintain and review, reconcile, and balance Mission technical program accounting records for grant and loan projects and costs of administration operations; prepare necessary periodic reports based on these records and provide

information to Mission and regional offices. The position also maintains and accounts for all Mission accounting processes from the initial budgetary process through acquisition and assistance to liquidation and closure of the accounting cycle and reporting back to management on the results of the entire business cycle.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Budget Functions (30%)**

- Assists Mission and Regional Offices in planning and monitoring personnel and administrative support operations including reviewing and compiling major cost elements of the administrative support operations.
- Analyzes and notes significant differences in salaries and related benefits, procurement plans, and budgets. Notes, analyzes and reports on under-use and over-use of the budget elements and suggests corrective actions.
- Maintains accounts and controls over program and operating funds allowed to multiple operating units of the Mission. Performs a continuous review of all obligations and disbursements and determines the validity of all unliquidated balances.
- Assists in the preparation of analytical reports including analytical information reports for client management and formal reports required by USAID/W. Maintains working files and notes supporting the development of said analytical reports.
- Meets periodically with Mission technical offices, including those in the regional countries and Embassy personnel to review the status of each project and administrative support instrument. Assists them with analyzing disbursement and obligation data for each instrument and makes recommendations to the cognizant Technical Officers (CTO) on any actions when conducting formal quarterly 1311 reviews.
- Conducts 1311 reviews of unliquidated obligations, analyzing and research the validity of unliquidated balances remaining in contracts, agreements, travel authorizations, a/o miscellaneous obligations. Advises on the results of 1311 analyses with the CTO and makes recommendations for final Chief Accountant actions.

### **Accounting Functions (60%)**

- Receives Modified Acquisition and Assistance Request Documents (MAARDs), requisitions from the Agency's procurement management system, and Travel authorizations. Checks MAARDs, requisitions, and travel authorization against authorizing documents (e.g., Limited Scope Grant Agreements (LSGAs), authorizations, contracts, leases, and so forth) and ensures that funds are available within each budget allowance, program, and/or any limitations imposed on the allowance.
- Reviews project instruments and amendments to authorizing documents in conjunction with the Chief Accountant and assigned Financial Analyst. After the review is completed, records the agreement in the USAID financial management system and any manual subsidiary records necessary. Reconciles both sets of accounting records to original documents.
- Provides funds availability certification to Mission offices for Mission funding allowances. Verifies that all transactions are properly documented and approved by a duly authorized official.
- Maintains financial accounting records for programs and activities, both project and non-project. This entails performance of budgeting, accounting, record-keeping and reporting functions.

- Ensures that the official OFM working project files for grants, cooperative agreements, and institutional contracts contain copies of all project documentation and other necessary materials.
- Performs 1221 duties, billings and collections, accounts receivable/payables reconciliations.

#### **Miscellaneous (10%)**

- With the assigned Financial Analyst (FA), supports field reviews of USG awards to review control systems and uses of funds.
- Assists in providing responses to USAID Office of the Chief Financial Officer (CFO) or other headquarters office for accounting related data calls.
- Assists other OFM staff and sector team members with running reports and analyzing data for the Mission and Regional offices using customized Agency software applications.
- Serves as a liaison to social security agencies and ensures that periodic reports are submitted in a timely fashion.

**Supervision Received:** Works under the immediate supervision of the Deputy Chief Accountant who assigns work on a long-term basis and spot checks completed assignments. Receives advice and guidance from the Financial Analysts in the Mission, depending on the portfolio. Also receives guidance from the OFM Supervisory Voucher Examiner and Controller while performing duties. The Annual Performance Evaluation will be written by the OFM Chief Accountant based up input from all Supervisory Personnel and Mission offices for which services are rendered.

**Supervision Exercised:** This position is non-supervisory.

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

The work requested does not involve undue physical demands.

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

- Education:** Minimum of college/university studies in economics, business management or accounting is required.
- Prior Work Experience:** Minimum of three years of experience in accounting or a closely related field. Practical knowledge of basic accounting concepts and the flow of accounting transactions is required.
- Post Entry Training:** Mandatory on-the-job and formal training on USAID's financial management and other systems, including Phoenix, Phoenix Viewer, E2i Travel and Documentum/ASIST is mandatory. Formal training on accounting and Travel Policy.

**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.**

- Language Proficiency:** Good Working Knowledge (Level III) in English and Fluent in French (Level IV). Employee will be tested.
- Job Knowledge:** Good general knowledge of accounting office operations is mandatory. A thorough knowledge of, or the ability to quickly gain such knowledge of, USAID policies and procedures with regards to financial management.

- f. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also 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>.

#### **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:

#### **Rating System**

##### **Selection factors**

Education: 15 pts

Prior Work Experience: 25 pts

Language Proficiency: 15 pts

Skills and Abilities: 20 pts

Job Knowledge: 25 pts

Total of 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.*



#### IV. 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, item 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) with **the following email subject line: [name of applicant] Solicitation 72068523R100010 Accountant Technician.**

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

1. **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 72068523R100010.
2. **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 72068523R100010.
3. 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 72068523R100010.
4. 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](https://sn.usembassy.gov/wp-content/uploads/sites/209/AID_FORM_309-2.pdf). Offerors are required to **complete and sign the form.**
5. 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 72068523R100010.
6. A copy of National ID Card.

Offers must be received by **April 17, 2023** and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

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

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

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).

## **VI. 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

## **VII. TAXES**

In accordance with Mission policy and Senegalese local labor laws.

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

USAID regulations and policies governing CCN and 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>
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).

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