



# USAID | INDIA

FROM THE AMERICAN PEOPLE

**The Solicitation closing date has been extended until May 14, 2023 / 23:59 hours India Standard Time (IST) and is now open to “All Interested Applicants / All Sources.”**

**SOLICITATION NUMBER: 72038623R10009**

**ISSUANCE DATE: April 6, 2023**

**CLOSING DATE/TIME: May 14, 2023 / 23.59 hours Indian Standard Time (IST)**

**SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC - Local Compensation Plan) – Voucher Examiner.**

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 a 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 Attachment 1.

Sincerely,

R. Christopher Gomes  
Contracting Officer

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
American Embassy  
Chanakyapuri  
New Delhi 110 021 Tel: 91-11-24198000 Fax: 91-11-24198612  
[www.usaid.gov/in](http://www.usaid.gov/in)

**The Solicitation closing date has been extended until May 14, 2023 / 23:59 hours India Standard Time (IST) and is now open to “All Interested Applicants / All Sources.”**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72038623R10009**
- 2. ISSUANCE DATE: April 6, 2023**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 14, 2023 / 23.59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Supervisory Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
- 5. POSITION TITLE:** Voucher Examiner
- 6. OPEN TO: All Interested Applicants / All Sources**
- 7. MARKET VALUE:** INR 960,298 to INR 1,485,238 equivalent to FSN-8. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. Final compensation will be negotiated within the listed market value.
- 8. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 9. PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel, if applicable, as per the Statement of Duties). The work schedule is 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 10. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 11. SECURITY LEVEL REQUIRED:** Security clearance from the Embassy’s Regional Security Office.

## 12. STATEMENT OF DUTIES

### 1. General Statement of Purpose of Contract

Serves as a Senior Voucher Examiner and back up for the Regional Accounts Payable Supervisor in the USAID/India Regional Financial Management Office.

S/he is responsible for monitoring of the accounts payable functions which includes but not limited to, vendor payment processing, payroll management, maintaining internal controls, issuing bills of collection especially audit related bills for collection. The incumbent is responsible for processing approximately 3,500 vouchers annually for India and Sri Lanka by ensuring the allowability, propriety and accuracy of the payments involving USAID program-funded purchase of goods and services in support of contracts, Cooperative Agreements, and grants. The incumbent corresponds with the vendors and payees for clarifications, supporting documentation, and provides guidance regarding implementation and application of Federal payment requirements such as the Prompt Payment Act. The senior voucher Examiner oversees the accounts payable functions for Sri Lanka, manages the review process for Sri Lanka vouchers and has approval authority.

The senior voucher examiner assists the Accounts payable supervisor in providing customer service in technical support. The incumbent acts as an advisor on accounts payable procedures and techniques, systems, policy interpretations, procedural changes, problem solutions, and provides guidance for compliance with payment-related policies, contract terms, and applicable laws and regulations. The incumbent provides advice and assistance directly to project and technical officers, other USAID/India officials, partner organizations and host country officials on issues related to accounts payable and accounts receivable in relation to new and existing grants, cooperative agreements, and blanket purchase agreements.

In addition, the senior voucher examiner serves as the back-up to the Regional Accounts Payable Supervisor. The incumbent would be prepared to act as the primary person responsible for all functions of the Accounts Payable section. This includes managing the accounts payable team of two FSN-8 Voucher Examiners and providing guidance to one FSN-7 financial assistant. This incumbent would be assisting the Accounts Payable Supervisor in managing the vendor payment processing, payroll management, maintaining internal controls, including quality control, and issuing bills of collection. The job may be expected to perform work-related travel.

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

#### **Accounts Payable and Voucher Processing**

**65%**

- Assist the Accounts Payable supervisor to:
  - Manage the accounts payable section.
  - Review and improve the existing systems of internal control to detect fraud, waste and abuse of USAID resources.

- Implement changes to the voucher examination process based on changes to regulations and standard contract conditions.
  - Respond to Washington calls.
- Oversee the accounts payable functions for Sri Lanka, manage the review process for Sri Lanka vouchers and approve the same.
  - Process and when required approve a full range of the most difficult and complex invoices for payment for long-term technical program/project/activity, goods and services, including OE and project-funded vouchers, with a number of payees and even at times involving multiple appropriations.
  - Act as compliance agent in assuring that established controls to prevent improper or duplicate payments, and compliance with the Prompt Pay Act are effectively working.
  - Process project advances in accordance with USAID Cash Management policies and ensure that the grantees receive advances within the projected timeline, so as not to paralyze activity implementation.
  - Process and as required approve a full range of administrative vouchers pertaining to payments for local and international transportation, consultancy services, goods and services, allowances and utilities, communication services, freight, by exercising independent judgment and discretion in applying regulations and procedures such as contractual terms, weight limitations, use of authorized carriers, and direct routes.
  - Prepare hypothetical (constructive) travel itineraries when a traveler deviates from an authorized or predetermined route; issue bills for collection to airlines/carriers for unused tickets, exchange orders to employees for excess or unauthorized costs, to vendors/grantees/recipients for refunds/disallowed costs and follow up on recoveries.
  - Liaise with USAID/Washington and/or other Missions regarding liquidation of outstanding travel advances or other allowances paid to official travelers.
  - Serve as the primary contact for payroll systems of FSNs and USDH COLA Payments – this includes verification that SELs are accurate; correspond with FSC/Bangkok for correction of discrepancies, if any; maintain FSN/PSC payroll files, consolidate Payroll Expenditure data (received from Bangkok) for each FSN employee in India and Sri Lanka; Review deductions (e.g., bills for personal phone calls), and liaise with the local bank.
  - For USDH, liaise with the Web TA in-charge in accounting division and prepare the calculation tables for payment of COLA; Also prepare memos outside of Web TA for tenured USDH staff for the paying the COLA on a timely basis.

### **Customer Service Lead**

**20%**

- Be the senior advisor on accounts payable procedures and techniques, systems, policy interpretations, procedural changes, problem solutions.
- Provide guidance for compliance with payment-related policies, contract terms, applicable laws and regulations.
- Provide advice and assistance to project and technical officers, other USAID/India officials, partner organizations and host country officials on issues related to accounts payable and accounts receivable in relation to new and existing grants, cooperative agreements, and blanket purchase agreements.

- Assist the Accountants with the SF-1221 and SF-224 reconciliation by investigating disbursements, which have been identified as reconciling items.
- Assist the Accounts Payable supervisor to develop and use sample reports to monitor quality and efficiency of the accounts payable team against the standards agreed to with the client Missions.

### **Leadership & Management**

**15%**

- Serve as the back-up to the Regional Accounts Payable Supervisor.
  - Act as the primary person responsible for all functions of the Accounts Payable section which includes managing the accounts payable team of India and Sri Lanka consisting of four FSN-8 Voucher Examiners and providing guidance to one FSN-7 financial assistant.
  - Supervise the vendor payment processing, payroll management, maintain internal controls, including quality control, and issue bills of collection.
- c) **Supervisory Relationship:** The incumbent works under the general supervision of the Regional Accounts Payable Supervisor, who makes assignments of the work to be performed.
- d) **Supervisory Controls:** The incumbent is responsible for determining when complex issues regarding policy require a review by superiors. Conflicts in determining priority are referred to the supervisor. Finished work is generally reviewed for adherence to Agency vouchering requirements, not for point-by-point accuracy.

### **13. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

- a) **Education:** Completion of secondary school, and at least two years of college or university study. The course of study should have included accounting, finance, business management, or related courses.
- b) **Prior Work Experience:** Minimum five years of progressively responsible experience in accounts payable, voucher examination, or in related fiscal work is required.
- c) **Language Proficiency:** English and Hindi. Bilingual fluency in speaking, reading and writing is required. Fluency in English and Hindi should be at Level IV.
- d) **Job Knowledge:** Must have, or be able to quickly gain, a fully comprehensive knowledge of financial law, regulation, and procedure relating to budgeting, accounting, and financial operations, and the full range of skills and abilities required in computing both procedural and technical voucher examination work.

- e) **Skills and Abilities:** The incumbent must be able to analyze data to properly perform assigned voucher examination tasks, to detect interrelations among various fiscal functions, etc. The incumbent must be able to work with minimum supervision. The ability to develop and maintain active contacts with USAID staff; and the ability to present facts and recommendations in a clear, concise manner both orally and in writing is required. Good computer skills, and the ability to quickly gain knowledge of the software used in RFMO, currently Phoenix, is required, and an understanding of Microsoft Excel, Word, and Power Point. Knowledge of internet usage and good calculator and typing speed are 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>.

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.

#### **A. SELECTION PROCESS:**

**Phase-I:** Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

**Phase-II:** The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

**Phase-III:** The Offerors determined to be most highly rated in Phase II will be interviewed. The interview performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

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

- Job Knowledge and Skills (25 points)
- Education (10 points)
- Work Experience (10 points)
- Communication Skills (25 points)
- Ability to work as a part of the team (30 points)

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form: [https://www.usaid.gov/sites/default/files/2022-05/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](https://www.usaid.gov/sites/default/files/2022-05/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)
2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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

- (i) The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
  1. Instructions and forms related to mandatory security clearance.
  2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

- (ii) 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**

1. Bonus: 20% of Basic Salary.

- 2 . Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee’s salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
- 3 . Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee’s credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
- 4 . Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
- 5 . In addition, employees are covered under the Mission’s Global Medical Coverage for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

**VII. TAXES**

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

**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/ads/policy/300/aidar>
- 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.

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: TBD	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/basic-page/personal-service-contracts-ombudsman>

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

#### **NOTES:**

**Probationary Period:** This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

**Relocation and Housing:** Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

**Age Requirement:** As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 65 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.