



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 720-121-23-R-10022

ISSUANCE DATE: June 29, 2023

CLOSING DATE/TIME: July 13, 2023, at 11:59 p.m. Kyiv Time

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 Personal Service Contract (PSC), 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 kyivvacancies@usaid.gov.

Sincerely,

Annamarie McGillicuddy
Contracting Officer

Solicitations open to: Ukrainian Nationals (Residency/Ukrainian Work Permit)
Solicitation No.: 720-121-23-R-10022
Position Title: Project Management Specialist (Financial Sector)
Issuance date: June 29, 2023
Closing date and time: July 13, 2023, at 11:59 p.m. Kyiv Time
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Market Value: Basic Annual Rate (in U.S. Dollars): \$32,180-41,841 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ukraine. Final compensation will be negotiated within the listed market value.

Place of Performance: Kyiv, Ukraine
Period of Performance: Five (5) years contract with the possibility of extension
Security Level Required: Facility Access

STATEMENT OF DUTIES:

The Financial Sector Project Management Specialist (“the Specialist”) is located in the Office of Economic Growth (OEG). OEG manages a large and dynamic portfolio of projects that promote economic growth through reducing corruption, contributing to the economic recovery of Ukraine’s war-torn eastern region, supporting the financial sector, strengthening competitiveness, enhancing agricultural market systems, and advancing energy reform. The incumbent serves on the financial sector team, which is led by a financial sector team lead. The incumbent is responsible for assisting the financial sector team lead in managing, monitoring, evaluating, and reporting on OEG’s dynamic financial sector reform portfolio. The incumbent may serve as the Agreement or Contracting Officer’s Representative (AOR/COR) on one or more OEG activities and will serve as the alternate AOR/COR for one or more activities.

The incumbent supports the financial sector team lead and provides additional financial sector expertise in USAID’s work in the financial sector, advising on and assisting with all aspects of the Mission’s financial sector portfolio. The incumbent provides expert advice and high-quality service to support OEG in planning, implementing, managing, and monitoring the Mission’s financial sector portfolio. The incumbent independently undertakes necessary research in support of the financial sector portfolio, organize and maintain databases, files and other information repositories; and maintain and develop reports, documentation and other tasks as they arise. The incumbent serves as the Mission’s lead on financial and commodity exchanges. Given the cross-cutting nature of access to finance, the incumbent supports the design and implementation of financial sector initiatives across OEG’s portfolio. The incumbent is expected to liaise with interlocutors, including other donors and multilateral institutions, and establish and maintain government relationships on behalf of the Mission.

MAJOR DUTIES AND RESPONSIBILITIES:**Agreement/Contracting Officer's Representative Duties** **45%**

The Specialist's responsibility is to assist the financial sector team lead in managing OEG's technical assistance activities. Activity management duties may include:

- Serving as the contracting/agreement officer's representative (COR/AOR, i.e., the lead project manager) for OEG financial sector activities.
- Serving as the alternate COR/AOR (i.e., a backup project manager) for other OEG financial sector and other OEG activities.
- Providing USAID and its implementing partners with technical direction in the area of the financial sector in order to make programmatic decisions.
- Reviewing of or assist in the reviewing of vouchers, sub-grants, annual implementation plans, performance monitoring plans, key personnel, and other issues requiring AOR/COR "substantial involvement";
- Conducting financial management tasks related to OEG's financial sector activities, such as preparation of quarterly accruals and pipeline analyses.
- Conducting site visits to monitor OEG's financial sector activities, which may require travel outside of Kyiv, as well as regular meetings and correspondence with partners and program stakeholders, including government officials.
- Tracking partner performance against activity objectives and results.
- Tracking partner reporting, ensuring complete reports are submitted on-time, and reported results are consistent with the contract or agreement.
- Maintaining AOR/COR award files and project files; and
- Drafting or assisting in drafting daily bullets; program briefs; program directory updates; portfolio reviews; operational plans; annual performance plan and reports; scene-setters; briefers for USAID and other USG officials; report-outs from meetings and events; and other reporting as required.

Planning & Procurement **20%**

Participates and/or leads in the assessment, design, award, and modification of activities, projects, and strategies. Is responsible for drafting polished assessments, concept papers, program descriptions, statements of work, modifications, Project Appraisal Documents, and other analytical and planning documents; drafts and circulates for approval pre-obligation documents; initiates requisitions; coordinates with the Regional Contracting Office on new procurements and modifications; serves on and chairs Technical Evaluation Committees.

Strategic Planning and Coordination **20%**

Provides analysis and recommendations on financial sector issues and activities; tracks key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges; conducts research and analysis to support current and future programming; prepares briefing material; cultivates personal contacts within the financial sector; briefs United States Government (U.S.G.) stakeholders, including Mission management on updates in the sector. Designs partnerships that leverage private sector or other investments.

Coordination, Representation, and Communication **15%**

Meets regularly with U.S.G. stakeholders, other donors, government counterparts, civil society organizations, implementing partners, and other stakeholders to share information and coordinate OEG programming; may be required to represent USAID in external meetings related to the financial sector.

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 Specialist is directly supervised by the OEG Office Director or his/her designee.

Supervisory Controls: The Specialist will not have any supervision functions.

PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Minimum of bachelor's degree in business, management, economics, finance, law, or a related field.

Work Experience: Minimum of three (3) years of progressively responsible experience in development assistance, program management, or the financial sector.

Language Proficiency: Fluency (Level IV) in English and Ukrainian (oral and writing ability) is required.

EVALUATION AND SELECTION FACTORS:

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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.

Selection Process and Basis of Evaluation: Offerors who meet the minimum education and work experience qualification requirements will be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

40 points – Job Knowledge:

- Knowledge of project management principles.

- Knowledge of Ukraine's current political, economic, social, and cultural environment.
- Demonstrated knowledge and experience working in commodity and financial exchanges.
- Familiarity with financial products that can spur access to finance for SMEs (e.g., guarantees, first-loss facilities, impact investing) and other innovative approaches to increasing access to finance.
- Strong technical knowledge of Ukraine's financial sector.
- A good working knowledge of the institutions, government actors, non-government organizations, and private sector actors whose engagement is necessary to successfully implement financial sector reforms in Ukraine.

60 points – Skills and Abilities:

Ability to analyze and synthesize complex data, especially financial data from banks, non-bank financial institutions, and companies.

- Excellent listening, writing and verbal communication skills - including presentation skills.
- Ability to recognize significant developments and trends in Ukraine's financial sector and economy, and identify the impact on program implementation.
- Strong interpersonal skills, including the ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations.
- Teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines.
- Demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues.
- Strong learning agility and the ability to effectively adapt to new or changing situations;
- Good working knowledge of the use of MS Office suite, Gmail, and Google suite; and
- Strong organizational and time management skills.

TOTAL POSSIBLE POINTS: 100 points

HOW TO APPLY:

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to kyivvacancies@usaid.gov with **Subject line: Project Management Specialist (Financial Sector) (720-121-23-R-10022)**.

ANY/ALL application submissions received after the closing date will not be considered.

REQUIRED DOCUMENTS:

Cover Letter: A memo or email that outlines how your qualifications and experience meet the selection criteria.

Application for Employment (DS-174): The form can be downloaded from this link <https://eforms.state.gov/Forms/ds174.pdf>.

Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**

Current Resume/Curriculum Vitae (CV): The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria.

listed above.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Only short-listed candidates will be notified.
- This vacancy is open to Ukrainian Nationals (Ukrainian Nationals (Residency/Ukrainian Work Permit Required).
- Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Offerers who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

BENEFITS

- Health and Life Insurance coverage: Provided under the Compensation Plan.
- Defined Contribution Plan: Upon separation, a lump sum benefit equal to 12% of the basic salary earned for the duration worked under the appointment.

ALLOWANCES (as applicable)

- Meal Allowances: The annual amount is \$853 for employees working on a full-time basis.
- Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.
- Unique Conditions of Work Allowances/ Benefits: 10% of Basic Rate Additional information may be provided to the selected offeror at the time of the salary offer.

TAXES:

Taxes apply and are deductible as per the Ukrainian government regulations.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

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

- **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>
- **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)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Agency/B Code: <i>797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

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>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08): Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

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>

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>.

EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The U.S. Mission in Ukraine provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment

opportunity (EEO) activity. USAID/Ukraine also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION