



USAID | **UKRAINE**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72012123R00011

ISSUANCE DATE: August 31, 2023

CLOSING DATE/TIME: October 02, 2023 (11:59 p.m. EST)

SUBJECT: Solicitation No.: 72012123R00011 for U.S. Personal Services Contractor (USPSC), Audit and Risk Management Analyst, GS-13

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 VIII** 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 attached information.

Sincerely,

Michael Fritz
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72012123R00011

2. ISSUANCE DATE: August 31, 2023

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 02, 2023 (11:59 p.m. EST)

4. POSITION TITLE: Audit and Risk Management Analyst

5. MARKET VALUE: \$84,546-109,908 per annum, equivalent to **GS-13**. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: one (1) year, with one (1) option year. Option may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Kyiv, Ukraine

8. SECURITY LEVEL REQUIRED: Secret

9. STATEMENT OF DUTIES:

BASIC FUNCTIONS OF THE POSITION:

The Audit and Risk Management Analyst is responsible for ensuring USAID/Ukraine's accountability to the Office of Inspector General (OIG), the General Accounting Office (GAO), and USAID/Ukraine's adherence to the Agency's policies and procedures governing OIG and GAO audits. The Audit and Risk Management Analyst (ARA) position is expected to bring considerable professional U.S. Government experience at the technical and management level and has an excellent understanding of audit processes, primarily in the area of financial audit but includes program/performance audits, as well as a strong familiarity with U.S. Government audit agencies include General Accounting Office (GAO) and USAID's Office of the Inspector General (OIG). The Audit and Risk Management Analyst tracks all OIG/GAO/GAO audits and audit recommendations, ensuring USAID/Ukraine and Agency systems for audit tracking are updated as needed. Within the OFM, the incumbent will be a critical component on the financial analyst team as he/she will be the point of contact on audit related inquiries, audit management, and the numerous audit actions generated by these audits.

MAJOR DUTIES AND RESPONSIBILITIES:

Portfolio Management and Coordination 30%

- Serve Audit Management Officer (AMO) and/or Audit Action Officer (AAO) for OIG/GAO/GAO audits of USAID/Ukraine programs as requested.

- Responsible for preparation of management decisions, analysis of Regional Inspector General (RIG) recommendations and directs partner management and their independent auditors regarding corrective measures required for correction of internal controls and accounting systems items of non-compliance, to resolve recommendations or ensure RIG acceptance of Independent Auditor's financial audits.
- Provide expert audit management advice to Office of Financial Management (OFM) staff, Technical Teams, Mission Management Agreement Officers and Implementing Partners in the areas of audit management, management and internal controls, financial and audit management systems, financial reviews and pre-award assessment and government to government assessments and reviews.
- Coordinate USAID/Ukraine's engagement in the full lifecycle of OIG/GAO audits, from initial audit scoping through recommendation closure, and other OIG/GAO engagements. Coordinate with USAID/Ukraine colleagues to collect and provide requested documentation, prepare for meetings, coordinate OIG/GAO field visits, and ensure tracking and storage of USAID/Ukraine's responses to the OIG/GAO.
- Coordinate USAID/Ukraine representations for meetings related to OIG/GAO engagements, such as audit entrance and exit conferences.
- Liaise with various internal agency stakeholders to ensure harmonized responses to agency-wide audits or issues.
- Work with USAID/Ukraine leadership and working-level staff to develop management decisions, formulate action plans to implement management decisions, follow up on outstanding audit deliverables, and develop closure request for all OIG/GAO audit recommendations.
- Highlight and raise resource needs and necessary major changes to existing systems and processes related to OIG/GAO audit findings and recommendations to USAID/Ukraine leadership.
- Notify USAID/Ukraine leadership and relevant stakeholders of OIG/GAO audit reports and other products.
- Serves as the point person on the Mission's new Audit Accountability Unit. Sets up meetings, records meeting minutes, and follows up with all action items.
- Identifying opportunities for process improvements and implementing changes as needed. Develop and maintain strong working relationships with external auditors and internal stakeholders.
- Participate in the development of management decisions for audit recommendations and follow-up on the close-out of audit recommendations once included by Washington in the Consolidated Audit and Compliance System (CACS).

Policy and Guidance 20%

- Develop and maintain a strong understanding of USAID's Audit Management Program, policies, authorities, and approaches. Attend applicable USAID training to augment and maintain current knowledge.

- Serve as a subject matter expert on policies and procedures regarding OIG/GAO engagements. Provide USAID/Ukraine staff with policy guidance, an orientation to the OIG/GAO audit cycle, and an understanding of what to expect in audit engagements.
- Answer queries on OIG/GAO engagements while keeping the Regional Controller fully abreast of all queries.
- Serve as a resource for sharing knowledge on audit requirements and findings across USAID/Ukraine.
- Develop and facilitate training to USAID/Ukraine staff on OIG/GAO audit procedures as well as relevant recent OIG/GAO audits and engagements.

Liaison and Representation 20%

- Serve as the single point of contact (POC) for all queries presented by the OIG/GAO.
- Prepare background documents and brief USAID/Ukraine and USAID leadership on audit recommendations and reports, management decisions, and the current status of audit deliverables. Support senior management in engagement with the OIG/GAO.
- Initiate and maintain strong working relationships with the OIG/GAO, other Bureaus and Independent Offices (such as the USAID's CFO), Missions, and USAID/Ukraine or other USAID staff engaged in OIG/GAO audits or research engagements.
- Facilitate information flow between the OIG/GAO and USAID/Ukraine. Create briefing materials and provide briefings for the OIG/GAO to provide targeted outreach to inform the OIG/GAO on USAID/Ukraine's business processes and the humanitarian operational context.

Audit Tracking and Filing 20%

- Track the status of OIG/GAO audits and engagements, recommendations, management decisions, and corrective actions.
- Maintain comprehensive files related to OIG/GAO audits and engagements. Analyze audit findings for patterns, trends, and connected issues; generate reports for USAID/Ukraine leadership as requested.
- Proactively implemented actions to address underlying weaknesses in tracking, coordination, and management.
- Participate in the acquisition process for Agency or recipient-contracted audits of implementing organizations, including the development, review and approval of audit scopes of work;
- Review Mission comments on Recipient Contracted Audit for the Contracting/Agreement Officer's determination. Reviews and prepares written management decisions for Contracting/Agreement Officer's review and signature.

General 10%

- Providing technical expertise to Mission management and staff in the development of internal policies and procedures governing the status, execution, and conduct of audit and assessment programs.
- Mentor and cross-train USAID/Ukraine's AOR/CORs and other Mission staff on effective audit coordination and management practices.
- Work in rapidly changing, high-pressure situations that often exceed normal business hours.

SUPERVISORY RELATIONSHIP: The incumbent reports to the Regional Controller for USAID/Ukraine and Belarus. The incumbent is responsible for independently planning and developing methods to evaluate audit documents and findings and to formulate conclusions and recommendations independently. Supervision is restricted to initial guidance on any aspects of the assignment considered particularly important and any special financial techniques to be employed in conducting the analysis.

10. AREA OF CONSIDERATION: U.S. Citizens only

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

12. POINT OF CONTACT: All questions and offers must be submitted by email to Kyivvacancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: University degree in accounting, finance or business administration or other related financial field is required.

Prior Work Experience: At least five to seven years (5-7) of progressively responsible experience in professional auditing or financially-oriented business management. At least three (3) years of this experience should be with an international organization or the U.S. Government.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Security and Medical clearances: The ability to obtain the required security and medical clearances in a reasonable timeframe is considered a minimum qualification. See Section V.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be

further evaluated through technical tests, interviews, and reference checks to determine the most qualified/highest-ranked offerors. Reference checks may be conducted with the highest-ranked offerors. Reference checks may be conducted with individuals not provided by 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 offerors at the conclusion of evaluations.

Education (20 Points): University degree in accounting, finance or business administration or other related financial field is required.

Prior Work Experience (30 Points): At least five to seven years (5-7) of progressively responsible experience in professional auditing or financially-oriented business management. At least three (3) years of this experience should be with an international organization or the U.S. Government.

Skills and Abilities (50 Points): Must have an unusual ability to detect the financial strengths and weaknesses of projects. Must be able to make independent judgments on institutional capabilities and the adequacy of audit management and controls. Must be able to develop and maintain contacts with high level officials of host country institutions selected to implement projects. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Must have the ability to conduct sound analytical, evaluative and complex financial reviews and evaluations of (1) audit reports in order to determine and resolve outstanding audit issues and findings and (2) of financial and management operations including market surveys, procurement practices, etc. Superior analytical, planning and writing ability is required. Must be able to work in a team environment within the USAID Mission and to collaborate effectively with partner institutions. The incumbent should have strong communication skills and the ability to transfer knowledge to other staff including external and internal audit entities. The incumbent should have a familiarity with development approaches and best practices in a wide variety of audit and financial management areas. In addition, the incumbent must have a firm understanding of the USG program cycle, including project design, implementation, and monitoring and evaluation. Computer skills and knowledge of basic software packages (Microsoft Office suite and Google Platform) required.

Total Points: 100 pts

IV. APPLYING

1. Eligible Offerors are required to complete and submit all the following documents and information in English in order to be considered for the position. Submit your complete application package to kyivvacancies@usaid.gov:
 - a. **Completed and signed** form [Form AID 309-2](#), "Offeror Information for Personal Services Contracts," available also at [Forms | U.S. Agency for International Development](#). **Only include base salary information in box 4 of sections B and C.** Do not include bonuses, differentials, cost of living allowances, or other types of compensation. During negotiations, salary history may be verified through pay slips, earnings and leave statements, or other appropriate documentation.

b. A cover letter of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III of this solicitation;

c. A resume or *curriculum vitae* (CV) of not more than 3 pages which, at a minimum, describes education, experience and career achievements relevant to the evaluation and selection factors in section III of this solicitation;

d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.

Late, incomplete, and/or un-signed offers will not be considered

2. Offers containing all required documents must be received by the closing date and time specified in **Section I, item 3**, and submitted electronically to the email Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors should prominently reference the Solicitation number in the offer submission.

V. PRE-AWARD DOCUMENTATION / LIST OF REQUIRED FORMS FOR PSC HIRES

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 and submit the following forms, needed to obtain medical and security clearances.

1. Medical History and Examination Form/ Medical Clearance Update (DS-1843; DS-1622 /DS-3057)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (SF-87)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre- contract offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

Within 2 weeks after written notice from the CO that all required clearances have been received, or unless another date is specified by the CO in writing, the selected offeror shall proceed to Kyiv, Ukraine to perform the services specified in section I, item 9.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, an **Off-shore hire USPSC** is normally authorized the following benefits and allowances:

1. BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

2. ALLOWANCES (If Applicable)*:

- Temporary Quarters Subsistence Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Cost of Living Allowance (Chapter 210) (d)
- Post Allowance (Section 220)
- Separate Maintenance Allowance (Section 260)
- Education Allowance (Section 270)
- Educational Travel (Section 280)
- Post Differential (Section 500)
- Payments During Evacuation/Authorized Departure (Section 600)
- Danger Pay Allowance (Section 650)
- Special COLA
- Hardship Differential (Section 500)

*Dept. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas

As a matter of policy, and as appropriate, a **Resident Hire USPSC** is normally authorized the following benefits:

BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

In accordance with AIDAR, Appendix D, 1 (Class Deviation M/OAA-DEV-AIDAR-21-02c): (b) Definitions:

(5) Resident Hire U.S. Personal Services Contractor (PSC) means a U.S. citizen or resident alien who, at the time of contract award.

(i) resides in the cooperating country for reasons other than the U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.; or

(ii) is a spouse or dependent of a U.S. citizen or resident alien with U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S,

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [AIDAR, Appendix D](#)
2. **Contract Cover Page** form **AID 309-1** [AID 309-1](#) available at [Forms | U.S. Agency for International Development](#)

Line Item Table

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available are at [Acquisition & Assistance Policy Directives/Contracts Information Bulletins](#)
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 [Standards Of Ethical Conduct](#) Standards of Ethical Conduct

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

END OF SOLICITATION