

R0156616



SOLICITATION NUMBER: 72011723R100015
ISSUANCE DATE: October 26, 2023
CLOSING DATE/TIME: November 12, 2023

SUBJECT: Solicitation for an Accountant Cooperating Country National Personal Service Contractor (CCNPSC - *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.

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 1.

Sincerely,

Matthew Corbin
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011723R100015
- 2. ISSUANCE DATE:** October 26, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 12, 2023
- 4. POINT OF CONTACT:** Natalia Ciobanu, e-mail at chisinauhr@usaid.gov.
- 5. POSITION TITLE:** Accountant
- 6. MARKET VALUE:** The market value is equivalent to **FSN-09**, which is between **\$22,491-\$33,733**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Moldova, the final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.
- 7. PERIOD OF PERFORMANCE:** Five (5) years estimated to start o/a December.
Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five-year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
- 8. PLACE OF PERFORMANCE:** Chisinau, Moldova with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) - an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facility Access or CCN Security Certification issued by the US Embassy Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract.**

- a. The Accountant is located in the newly formed Office of Financial Management in Chisinau, Moldova, which is a direct extension of the Regional Financial Management Center in Sarajevo,

Bosnia and Herzegovina. The Accountant provides financial management support to the USAID/Moldova Office of the Mission Director, Technical Offices, and support offices in the Mission.

The Accountant performs the full range of professional accounting duties in planning, designing, analyzing, evaluating, and coordinating assigned accounting functions under the supervision of the Chief Accountant and Controller. All Accountants serve as backup to the other Accountants, performing duties to cover each other's portfolios during workload surges, absences, or for other reasons, as needed. The Accountant also performs the duties of Phoenix Coordinator. As a member of the RFMC Team, the Accountant ensures performance of assigned duties reflect well on RFMC and recognize the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID in the Region.

2. Statement of Duties to be Performed

a. The Accountant is responsible for Mission accounting, financial reporting, and funds control. The Accountant determines appropriate funding sources, in coordination with the program office, for proposed obligating actions, in accordance with Appropriations law, Agency and other guidance; ensures funds are available for all proposed obligations, and that commitments are recorded in Phoenix, before these are authorized and obligated. The Accountant reviews commitment documentation in draft reservation stage for accuracy and acceptability of financial references, verifying the proper elements and fiscal data references; posting reservations; and, posting final accounting transactions to the Phoenix accounting system upon receipt of the corresponding final documents. Based on appropriate supporting documents, the Accountant records bilateral obligations, unilateral obligations, and sub-obligations in Phoenix. The Accountant maintains the Phoenix accounting system and subsidiary accounting systems for client countries, with respect to appropriated dollar funds available for administration and technical program purposes; counterpart funds; employees' salaries, allowances and withholdings and other funds accounts. The Accountant continuously reviews the status of obligated funds and recommends de-obligation of funds determined to be in excess of requirement through regular and quarterly 1311 reviews; determines whether funds are still required, or whether they can be returned for other use in program activities; and follows-up actions relating to de-commitments and de-obligations. The Accountant develops, analyzes, and/or enters accrued expenses for posting in Phoenix, as required, or for developing accurate administrative and oversight budgets. The Accountant receives and posts transactions processed by the State Department (1221 charges), and enters G-invoicing charges; collaborates with the Chief Accountant to clear all outstanding interagency charges in Phoenix, and ensures they are properly recorded; coordinates with the Supervisory Voucher Examiner on corrective measures for incorrect transactions, through preparation of journal voucher entries and adjustments; prepares and maintains records for Modified Acquisition and Assistance Request Documents (MAARD), Journal Vouchers, SF1081s, SF1190s, and other accounting transaction documents; and, provides timely and accurate periodic program related financial reports, as necessary, for external stakeholders. The Accountant analyzes and interprets financial data presented in reports, to facilitate understanding, and identify action items; prepares and reconciles monthly FSN/CCN salary, benefits, and/or health insurance reports as necessary; develops new report formats or modifies existing reports, as required for better understanding; and, monitors cancelling and expiring funds, generating periodic financial reports on cancelling and expiring funds to inform Technical Teams, Office of Acquisitions and Assistance, the Program Office, and other Senior Management Team members of any risks in these

areas. The Accountant maintains responsibility for accounting activities in the Agency's automated systems, such as e2, GLAAS, and the State procurement system Ariba. The Accountant completes necessary actions to maintain monthly cash reconciliations with interagency and Treasury accounts (eCART). Overall, the Accountant ensures the accuracy and completeness of fiscal records and reports for client countries. 60%

b. The Accountant is responsible for Mission Budgeting, under the review of the Controller and more senior Accountants at the RFMC. The Accountant directly coordinates with other offices at the Mission and the RFMC, in order to complete the budgeting requirements and reporting. The Accountant annually prepares, monitors, and periodically updates administrative and oversight budgets, based on funding source, preparing budgets based on analysis of staffing, proposed and projected funding levels, a changing economic landscape, and Mission/Agency trends; track all program budget allowances, by funding sources, and periodically advises the Controller and other senior management team members on the status of funds availability; and, complete budget exercises as requested from MPBP, submitting and maintaining the Phoenix Budget module. 20%

c. The Accountant monitors and improves Internal Controls for the client countries, under the direction and guidance of the more senior Accountants at RFMC. The Accountant designs internal controls to ensure the validity and integrity of the accounting data and reports, specifically those listed under a, and directs the Mission Financial Management staff on proper internal controls, and the testing of the validity of the Mission's processes, in order to ensure accuracy and completeness in the financial system. 10%

d. The Accountant will perform special tasks, including providing guidance and advice to Program and Technical offices, on all types of project funded accounting transactions; serve as the Financial Management point of contact for the Mission for E2 and Ariba/ILMS fund cite requests; respond to IG audit inquiries and USAID/Washington requests for documentation and other financial data requests, in consultation with the regional Controller and Chief Accountant; review and analyze periodic ICASS invoices for accuracy, prior to the Mission Director's approval and signature, and provides fund cites for ICASS bills; and, maintains supporting documents and financial records for OFM actions, including budgeting, accounting, financial reporting, and other analyses. The Accountant develops and/or updates desk procedures for critical OFM functions, relating to accounting, budgeting, and financial reporting; assesses and evaluates OFM processes, and make recommendations for process improvements to enhance efficiency, accuracy, and reliability of financial data and/or to strengthen internal controls; serves as the primary point-of-contact at the Mission level for troubleshooting any issues related to Phoenix and E2 and, serves as the backup for Accountants/Chief Accountants in other locations in the region, as needed. 10%

The job holder may be expected to perform work-related travel.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Minimum of University degree or the local equivalent in accounting, commerce, business administration or related field is required.
- b. **Prior Work Experience:** Minimum of three years of progressively responsible experience in accounting, auditing, or financially oriented business management is required. Work in a computer enabled financial environment is required.
- c. **Post Entry Training:** On-the-job training in USAID organization and procedures, USAID financial management operations, regulations, and requirements, and in the full variety of USAID accounting forms and activities is required and will be provided. Familiarization training in USG management practices, computer training, language improvement training (if required), etc., will be provided. Other accounting courses, and participation in regional and Washington-based job-related training and workshops, when available and subject to availability of funds. Participation in the FSN Fellowship Program for professional development is permitted.
- d. **Language Proficiency:** Level IV (fluent) oral and written English, Romanian, and Russian is required. The Accountant must be capable of preparing correspondence and technical reports and documents in a professional manner, in English, with little or no editing required prior to distribution.

BASIS OF RATING

English Proficiency Test

PASS/FAIL

Application Review:

15 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

- e. **Job Knowledge:** A thorough knowledge, or the ability to quickly gain such knowledge, of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and client mission country governmental and business financial accounting, budgeting and reporting is required. The Accountant must have or be able to quickly gain a good knowledge of laws, regulations and procedures applicable to USAID financial management, and to understand USAID organization and operations, and USAID program/project/activity policies and processes.
- f. **Skills and Abilities:** The Accountant must be able to analyze accounting processes and identify practices and procedures which require correction or modification; to formulate recommendations for maintaining the accounting systems of assigned countries in a high state of efficiency; and be able to communicate effectively with nonaccounting personnel in explaining accounting requirements.

Skills Test:

25 points

The skills test is intended to gauge the applicant's problem-solving ability, attention to detail, leadership, and customer orientation.

Interview Performance:**60 points**

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills regarding the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion, and Accessibility (DEIA) concepts.

Total Possible Points:**100 points****Reference Check PASS/FAIL**

A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

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.

To meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Moldova, or a non-cooperating country citizen lawfully admitted for permanent residence and work in Moldova;
- Submit a complete application (Offer) as outlined in the Section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education, Experience, and English Language Proficiency) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered. The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated against the Evaluation Factors listed below based on information presented in the application, skills test (when used), interview, and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form:

a. Completed AID 309-2 form (Offeror Information for Personal Services Contracts With Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2> .

Offerors must complete the AID 309-2 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. An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (AID 309-2) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

b. A cover letter of no more than two (2) pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

c. A CV or standard résumé of no more than four (4) pages.

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 résumé/CV.

2. 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, item 4**.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
- Authorization for Release of Information (U.S. Embassy Moldova form)
- Certificate of Criminal Records (obtained from the pertinent authorities)

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 salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances as outlined below. The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances.

1. **BENEFITS:**

Health Insurance coverage, reimbursement of authorized expenses up to \$8,155 per immediate family member; children to age 21.

Defined Contribution Fund, 12% of salary is placed in account, paid by employer.

Death Benefit

2. **ALLOWANCES (as applicable):**

Meal allowance in accordance with the Moldova Local Compensation Plan in amount of \$770
 Childcare Allowance and Childbirth Grant in accordance with the Moldova Local Compensation Plan.

VII. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission withholds year-end local income tax payments.

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

USAID regulations and policies governing **CCNPSC and TCNPSC** 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 as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations

	- Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				with Contractor_
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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.