



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 720-121-23-R-10051

ISSUANCE DATE: October 24, 2023

CLOSING DATE/TIME: November 07, 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,

David Smale
Contracting Officer

Solicitations open to: Ukrainian Nationals (Residency/Ukrainian Work Permit)
Solicitation No.: 720-121-23-R-10051
Position Title: Chief Accountant
Issuance date: October 24, 2023
Closing date and time: November 07, 2023, at 11:59 p.m. Kyiv Time
Work hours: 40 hours (Full time)
Position Grade: FSN-12
Market Value: Basic Annual Rate (in U.S. Dollars) \$56,283 - \$73,162 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:

This position is located in the USAID Kyiv Regional Office of Financial Management (OFM) of the USAID Mission to Ukraine and Belarus (USAID/Ukraine). Reports directly to the Controller and oversees program and operational expense budgeting, accounting, payments, reporting, internal controls, and the development and implementation of procedures in USAID/Ukraine and client missions of USAIDs/Moldova and Belarus. Directly and indirectly supervises and is responsible for the career development of six staff. The Chief Accountant is involved in policy revision and the implementation of financial management improvements on behalf of USAID/Ukraine and its client Mission. The program for Ukraine and its client mission has an operating year budget (OYB) of \$215 million, a combined pipeline of \$249 million, with an annual operational expense (OE) budget of approximately \$8 million.

MAJOR DUTIES AND RESPONSIBILITIES:

Management of Financial Operations – 50%

- The Incumbent is responsible for the financial management of USAID/Ukraine and its client mission, comprising an annual OYB more than \$215 million and a pipeline of \$249 million, with an annual OE budget of approximately \$8 million. The incumbent manages disbursements of approximately \$174 million per year.
- Supervises Accounts Payable and the voucher examination for all payments to vendors of USAID/Ukraine and client mission. Oversees the sub-cashier operations.
- Analyzes the Missions' and outside clients' needs for financial information to ensure proper and sufficient reporting. Provides reports and financial management support and advice to all levels.
- Ensures that accounting practices comply with USG rules and regulations, applicable accounting standards and good business management practices.
- Maintains a comprehensive accounting system for operating and program expenses, advances, payables, non-expendable property, collections, and budget allowance limitations. Provides funds availability approval for a variety of obligating documents.
- Monitors performance, documentation, and assesses quarterly reviews of the validity of all obligations in accordance with Section 1311 of the Supplemental Appropriation Act. In addition

to ensuring a robust process in determining the validity of recorded obligations and commitments, the Chief Accountant clears proposals to de-obligate/de-commit funds in order to achieve best use of USAID resources, including reallocation of residual resources.

- Oversees the development of quarterly accrued expenditures for OE funded and Program Support operating obligations and provides guidance to USAID/Ukraine and client Mission team members, in developing accrued expenditures.
- Conducts the Mission's annual internal control assessment in accordance with the Federal Manager's Financial Integrity Act (FMFIA) for the financial operations and ensures implementation of corrective actions.
- Reviews, evaluates, updates, develops and ensures implementation and monitoring of the financial management procedures, policies, and internal controls/segregation of duties, clarification of ambiguous policy points, roles, and authorities and responsibilities for all functional areas of financial management of USAID/Ukraine and Missions served, including developing flow charts, procedural narratives, written instructions/guidance, and draft mission orders.
- Responds to emergency requests, resolves problems and issues, and is authorized to make decisions relating to the integrity of financial operations and reporting.

Budget and ICASS Management – 20%

- Oversees the development of the Missions' OE and program administrative support budgets using the Agency's Budget tool. Ensures all budgets are in compliance with the Agency's forward funding policy. Oversees the financial execution of the Missions' budgets in relation to actual expenditures and forecasts deficiencies and excesses of budgeted funds.
- Monitors, analyzes, and evaluates general services functions (including leasing, facilities maintenance, real and personal property management, customs/shipping, and motor pool) provided to the Mission through International Cooperative Administrative Support Services (ICASS); ensuring that the type, level, and charges for services conform to support agreements and USAID regulations. Collaborates closely with the Department of State (DOS), and other Agency management personnel to ensure efficient shared services implementation.

Supervision and Management of Financial Management Staff – 20%

- Directly supervises: two Accountants – FSN-10; one Phoenix Data Coordinator – FSN-9; One Chief Voucher Examiner – FSN-9 and indirectly supervises two Voucher Examiners – FSN-8. The Chief Accountant acts as the lead FSN contact for the Controller and Deputy Controller on financial management operations. The supervision/management provided includes:
 - Provides supervision and guidance to subordinates, ensuring that they fully understand and implement agency financial policies, and applicable laws and regulations.
 - Is responsible for creating and implementing career development and training plans; quality control, and consistency among staff performance.
 - Conducts formal and informal training sessions on accounting, internal controls and accounts payable concepts for Ukraine and client missions.
 - Provides coaching and mentoring to staff.
 - Is responsible for long-term strategic planning of objectives for supervised staff, as well as interviewing potential employees.
 - Is responsible for planning, organizing and scheduling work of subordinates. Prepares performance plans for subordinates, evaluates their performance, and provides career counseling when necessary.
 - Is accountable for the work result of supervised employees and is responsible for ensuring compliance with USAID accounting, budgeting and systems policies and procedures - including quality control, consistency of performance, and integrity of financial transactions and reporting.
 - Plans and implements financial management support (temporary duty or virtual) to and from the client missions served to ensure proper coverage, on the job training, provision of guidance,

evaluation and assessment of financial operations and recommends improvements to operations and systems.

Account Balance Reconciliation and Reporting – 10%

- Oversees the verification and reconciliation all account balances reported at month end by various US Disbursing Offices (USDO) and Cash Reconciliation Tool (CART) reports with those maintained in Phoenix and submits the SF224 and SF 1221 reports.
- Supervises the timely and accurate accounting and reporting of all obligations, commitments and disbursements for USAID/Ukraine and client Missions, and also oversees reporting to USAID/Washington including all data calls.
- Reviews Phoenix reports for data integrity and liaises with accountants for corrective and/or follow up actions as appropriate.

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 incumbent works closely but relatively independently with USDH supervisors and is supervised directly by the Controller or his/her designee.

Supervisory Controls: Directly supervises: two Accountants – FSN-10; one Phoenix Data Coordinator – FSN-9; One Chief Voucher Examiner – FSN-9 and indirectly supervises two Voucher Examiners – FSN-8.

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

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A University graduate degree (at least four full years) in accounting, finance, economics or business administration is required.

Work Experience: Minimum of 5 years progressively responsible professional experience in accounting, auditing or financially oriented business management is required.

Language Proficiency: Level IV (fluent) Speaking/Reading/Writing of English, Ukrainian. Level III Russian is also 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:

Comprehensive and thorough knowledge of U.S., Ukrainian and client Missions' professional accounting principles, standards, theories, practices, procedures, and terminology. Position requires an in-depth knowledge of the US Government accounting policies, procedures and reporting requirements, Accounting System policies and procedures, familiarity with other relevant US Government Agencies (including US Treasury) policies and regulations, contracting regulations and, requirements and conventions for US Government financial and accounting systems.

60 points – Skills and Abilities:

Advanced level of supervisory, managerial, analytical and decision-making skills to lead and provide services to a wide range of clients (technical teams & client Missions). Carries out assigned duties effectively and independently and must have ability to provide formal and informal training. Advanced leadership, management and supervisory skills are required. Must be able to create and conceptualize innovative solutions to increase efficiency, improve customer service and meet changing work demands. Must possess advanced ability to work under high pressure with tight deadlines. Must have advanced interpersonal and communication skills and be able to communicate clearly and effectively with external and internal key officials. Advanced ability to work in a team environment with technical teams and client Missions is essential. Advanced skills using Windows standard application of Word, Excel, and PowerPoint is required. Advanced numerical and mathematical skills are required.

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: Chief Accountant (720-121-23-R-10051)**.

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.
- Offerors 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: 797	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/OGE%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