



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10009

ISSUANCE DATE: November 22, 2023

CLOSING DATE/TIME: December 08, 2023, 11:59PM PST

SUBJECT: Solicitation for a **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 Attachment 1.

Sincerely,

Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72049224R10009
- 2. ISSUANCE DATE:** November 22, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 08, 2023
11:59 PM, Philippine Standard Time (PST)
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines
e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE:** Auditor, FSN-11
- 6. MARKET VALUE:** PHP 1,547,209.00 to PHP 2,398,167.00 basic salary equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is six months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**
Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The Auditor is in the USAID Office of Inspector General (OIG) Asia Regional Office/Manila suboffice. Under the supervision of a U.S. Direct Hire Audit Assistant Director, the job holder is responsible for performing audit desk reviews of Agency nonfederal audits and quality control reviews to ensure that independent audit firms conducted their work in accordance with the Generally Accepted Government Auditing Standards (GAGAS) throughout the Middle East, Eastern Europe, Asia, and the Pacific Islands as a part of the OIG's oversight of USAID's financial audit program. The job holder will review financial audits based on generally accepted government auditing standards, develop audit procedures, perform various analytical audit procedures, and make recommendations to address weaknesses identified in nonfederal audit reports and other work as assigned such as presentations. The job holder coordinates with USAID officials and audit firms to arrange quality control reviews, present quality control findings and results, orally and through written reports, and liaises with USAID partners/beneficiaries, audit firms, and host country supreme audit institution officials.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Financial Audit Performance (60%)

The job holder oversees financial audit reports prepared by nonfederal auditors, including Supreme Audit Institutions of host country agencies receiving USAID funds, for adherence to laws, regulations, and agreed-upon procedures. The Auditor conducts desk reviews to determine whether audits of contractors and grantees meet the U.S. Generally Accepted Government Auditing Standards (GAGAS) and/or 2 Code of Federal Regulations (CFR) Part 200 as well as applicable USAID guidance for reporting and other applicable laws, regulations, or requirements. The Auditor prepares and issues transmittal memos to the agency indicating no assurance on the nonfederal Auditors' work itself and memos of review comments in coordination with audit unit management, if in the professional judgement of the Auditor, the desk review discloses major deficiencies.

2. Audit Quality Control, Reports (30%)

The job holder conducts quality control reviews and provides guidance and approvals on nonfederal audits to ensure contracted audit work is performed consistent with GAGAS, OIG, or international standards and other required professional standards. The Auditor also ensures quality of audits by reviewing the auditor's quality control system. The Auditor examines non-Federal auditors' audit documentation (workpapers) and holds discussions with the audit staff to: (1) determine whether the nonfederal auditors conducted the audit in accordance with applicable standards; (2) determine the sufficiency of the audit work performed to address the audit objectives and appropriateness of conclusions reached, opinions, and audit findings in the report, and; (3) identify any follow-up work that would help support the conclusions and opinions

contained in the audit report. The job holder contacts necessary USAID personnel as well as appropriate officials of the governments of host countries and of public and private organizations to obtain and verify information and arrange fieldwork for quality control reviews. The job holder is required to travel within the Middle East, Eastern Europe, Asia, and Pacific Islands regions, as well as to Washington, D.C., as needed, to conduct quality control reviews and other related audit functions.

3. Audit Planning, Staff Training (10%)

The job holder contributes to various tasks as assigned by the supervisor, such as contributing to annual audit planning, training other audit staff, independently referencing OIG products such as transmittal and review of comment reports, performing special analyses, providing feedback for performance appraisals, representing the OIG in professional settings, interpreting records, documenting oral discussions when necessary to complete audit work, and for other professional purposes, related to financial audits as assigned.

SUPERVISORY RELATIONSHIP: The supervisor of record is the Assistant Audit Director, who in coordination with the nonfederal audit coordinator, and under the overall leadership of the audit director, provides guidance and supervision related to overseeing USAID nonfederal financial audit reports.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – Completion of a bachelor’s degree in any of the following fields is required: accounting, commerce, finance, or business Administration. Certified Public Accountant licensure or the host country equivalent is required. **Note: Additional education may NOT be substituted for experience.**
- b. **Prior Work Experience** – Minimum of five (5) years progressively responsible professional experience in accounting or auditing is required. Three (3) years of this experience must have been gained from working in a position in a related occupation, within a U.S. Government organization, host government organization, international or donor organization, or any organization where English language is routinely used in the workplace. **Note: Additional experience may NOT be substituted for education.**
- c. **Language Proficiency/Communication Skills** – Level IV (fluent) English and Tagalog proficiency is required in speaking, reading, and writing. The job holder must be able to express ideas and concepts clearly and accurately both verbally and in writing; written

English skills are particularly important. With this level of proficiency, the Auditor is expected to prepare regular and ad hoc reports, such as well-written draft reports presenting audit findings, conclusions, and recommendations.

- d. **Job Knowledge** – A thorough knowledge and understanding of generally accepted government auditing standards and generally accepted accounting principles, theories, and terminology is required. Knowledge or the ability to gain knowledge of USAID program and activity design, implementation, and evaluation is also required.
- e. **Skills and Abilities** – Highly developed analytical and planning skills, and the ability to interpret and apply government auditing standards and techniques is required. Skills and abilities in performing audits, including financial, performance, and compliance reviews, and internal control and fraud risk assessments are required. Ability to perform sophisticated analysis of management controls and evaluate and identify the capability and capacity of USAID implementer/beneficiary organizations and systems is required. Ability to exercise independent judgement and work through complex challenges in a logical and timely manner to identify system vulnerabilities and be able to present the risks in a clear, concise, and convincing manner. Strong interpersonal skills and tact to conduct effective working relationships with employees and officials throughout the audit process, and the ability to professionally represent the OIG. Proficient skills in writing English, and MS Word and MS Excel are particularly important. Must be willing to travel outside the country to the Middle East, Eastern Europe, Asia, and Pacific Islands regions, as well as to Washington, D.C.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

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 tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (30 points)
4. Job Knowledge (20 points)
5. Skills and Abilities (50 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following:
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format:

- MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
- d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**December 08, 2023/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
 3. Offeror submissions must clearly reference the Solicitation number (**72049224R10009**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 forms needed to obtain medical and security/facility access.

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

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

BENEFITS:

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus

- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment
- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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

USAID regulations and policies governing **CCN and TCN PSC** 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 - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	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/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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