



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068724R10003
ISSUANCE DATE: January 12, 2024
CLOSING DATE: February 4, 2024

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – Local Compensation Plan)
Program Accountant, FSN-10**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the Attachment 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,

Orion Yeandel
Contracting Officer

ATTACHMENT

Solicitation for a CCNPSC
Program Accountant, FSN-10 Grade

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068724R10003
- 2. ISSUANCE DATE** January 12, 2024
- 3. CLOSING DATE FOR RECEIPT OF OFFERS** February 4, 2024 at 23:59
- 4. POINT OF CONTACT** Tanteliniaina Ralison e-mail at antanarivousaidhr@usaid.gov
Phone: + (261) 33 44 320 00.
- 5. POSITION TITLE** **Program Accountant**

6. MARKET VALUE:

From MGA 50,004,291 to 82,507,099 per annum, equivalent to FSN-10, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Madagascar. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:

The base period will be one year, estimated to start on or about (o/a) June 2024, and will serve as the probation period. Based on Agency need, and subject to the successful completion of the probationary period, the Contracting Officer may exercise option periods of four years, estimated as follows:

Base Period	o/a June 2024 to o/a June 2025
Option Period #1	o/a June 2025 to o/a June 2026
Option Period #2	o/a June 2026 to o/a June 2027
Option Period #3	o/a June 2027 to o/a June 2028
Option Period #4	o/a June 2028 to o/a June 2029

Multiple option periods can be exercised at the same time per the Contracting Officer (CO) discretion.

8. PLACE OF PERFORMANCE:

USAID/Madagascar - U.S. Embassy, Lot 207 A, Point Liberty, Andranoro Antehiroka - Antananarivo 105 Madagascar, with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS:

This vacancy is open to Malagasy citizens and non-Malagasy citizens lawfully admitted for permanent residence in Madagascar. Non-Malagasy citizens, if selected, will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

10. SECURITY LEVEL REQUIRED:

Facility & Computer Access.

11. STATEMENT OF DUTIES:

1- Basic Function

This position is in the USAID/Madagascar Office of Financial Management (OFM). The incumbent provides expert accounting and funding advice and support to the Controller, the Technical Offices, Financial Analysts and Voucher Examiners.

2- Major Duties and Responsibilities

PROFESSIONAL ACCOUNTING DUTIES (60%)

1. The position has primary responsibility to maintain, review, analyze and record obligations, sub-obligations, commitments, sub-commitments and disbursements of the USAID/Madagascar program activities and Administrative and Oversight funds. The incumbent manages at least two sophisticated computer applications to provide Office-wide service for recording and reporting accounting activity internally and to USAID Washington.

2. The incumbent reviews procurement/grant requests and instruments (DOAGS, MAARDS, GLAAS Requisitions, Purchase Orders, Grants, Co-Op Agreements, Contracts, awards, and other obligating documents) to determine funding source and confirm funds availability before processing them in Mission Accounting System. Maintains current source-document files for obligations, sub-obligations, commitments, and sub-commitments. Prepares and periodically runs Phoenix standard and customized reports on DOAG and activity financial status. Develops and records on a quarterly basis and in conjunction with financial analysts and Agreement Officer's Representative (AOR) the accrued expenditures for Mission activities. Manages the submission of "batch entry" and verification of data using complex software programs, for all Mission.

3. The incumbent will serve as the Technical Offices POCs and the EXO Office POC for all Program funded PSC budget review and funding. As part of this responsibility, s/he will perform the following tasks to ensure strong internal control of partner financial operations and ensure compliance with Agency regulations: A) This includes assisting and providing guidance to technical teams and other USAID staff in the preparation of MAARDS, GLAAS Actions and other program funded documents, review of GLAAS requisitions, accrual reporting and close-outs. B). Actively participate in the preparation and presentation of Mission Activity Pipelines and Quarterly Financial Review of Program Funds. C). The Project Accountant will conduct limited financial reviews, pre-award surveys and follow up with recommendations to ensure they are addressed in a timely manner. Also perform analysis of program activities. The scope of work of the Project Accountant will be

determined by his/her direct supervisor in consultation with the Controller. D). Analyze financial progress of activities and provide suggestions and advice to improve financial performance of these entities when necessary.

BUDGET ANALYST DUTIES (40%)

Budgeting and Funding: The Project Accountant will elaborate, monitor, and review budgets for Program funded Activities and PSC Contracts including FSN Master Funding. Provide fund-cites and verify funds availability as requested by the Technical Offices and EXO for program funding purposes E). Participate in the preparation of yearly Financial Reports for USAID/Madagascar one as required by the FMFIA and prepare reports to follow up and track mission weaknesses. F) Ensure that OFM files meet Agency guidelines for financial document requirements as specified in ADS 630.3. G) Assist with complex grantee/contractor/host country issues as it relates to reporting requirements, allowable cost, indirect cost calculation, etc. This includes processing program payments and analysis. H) The incumbent will search for and create innovative approaches to achieve efficiency and effectiveness helping the USG in establishing and tracking financial systems or standard operating procedures required by USAID Inspector general auditors. I) The incumbent will assist the Local Capacity Development team in strengthening and building the capacity of contractors/grantees and host country partners. J) The incumbent will assist Mission in providing financial and management advice daily to the U.S. Embassy, donors and USAID staff and colleagues at Antananarivo and in Washington, DC.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

A- Supervisory relationship

The position is directly supervised by the Chief Accountant. The Controller, in support of the Chief Accountant provides oversight and guidance to incumbent's daily activities.

B- Supervisory controls

Full supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened by the Human Resources Office to determine whether they have met the minimum qualifications below. A list of qualified offers will be referred to the evaluation committee for further consideration and screening.

a. Education: At least bachelor's degree in Accounting, Business Management or Finance is required.

- b. Prior Work Experience:** A minimum of five years of progressively responsible experience in financial management, accounting or auditing with the USG or international organization is required.
- c. Language Proficiency:** Level IV English ability (reading and writing) is required. Level IV French is required.
- d. Job Knowledge:** Specific knowledge and understanding of professional accounting principles, theory and practice is required. Ability to acquire knowledge of USAID accounting and reporting requirements and payment and collection practices.
- e. Skills and Abilities:** Must have well developed analytical skills, computer skills and mathematical skills. Incumbent must be service oriented and possess good communication skills. Strong analytical and writing and teaching skills are required as is experience in financial management activities. The candidate must be able to draft concise, informative reports and briefing materials, talking points on financial subjects with short lead-times. Demonstrated ability to work within a team framework and positive interpersonal skills are required, including demonstrated ability to communicate and negotiate with tact and diplomacy with a variety of individual in a complicated context. Proficiency in the use of "Word" and spreadsheet software, "Excel", Microsoft Office & Power Point is desired. Ability to prepare and present analyses and recommendations clearly in both written and oral formats (French and English).

III. SELECTION AND EVALUATION CRITERIA

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>.

An evaluation committee will evaluate each offer who meets the minimum qualifications, against the evaluation criteria listed below. The committee may conduct interviews of the most highly ranked candidates before making a recommendation to the CO. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; interview if applicable; and the results of reference checks.

The evaluation committee may check references that have not specifically identified by the candidates and may check references before or after a candidate is interviewed. Testing of language skills may be required.

EVALUATION CRITERIA

CRITERIA 1- EDUCATION (10 points)

Up to ten points will be given for additional and/or more advanced degree in related areas.

CRITERIA 2- PRIOR WORK EXPERIENCE (30 points)

USAID will award points for relevant work experience that increases the candidate's competitiveness for the position, including:

- Further years of relevant experience
- Further demonstrated experience working USG and/or international organization with similar work

CRITERIA 3- JOB KNOWLEDGE (30 points)

USAID will award points for relevant knowledge including:

- Advanced knowledge of Generally Accepted Accounting Principle (GAAP).
- Advanced knowledge Commercial Off-the-Shelf (COTS) accounting software.

CRITERIA 4- SKILLS AND ABILITIES (30 points)

USAID will award points for relevant skills and abilities including:

- Strong analytical skills
- Sound judgment
- Ability to communicate effectively.
- Excellent in interpersonal skills
- Demonstrated good skills in word processing and spreadsheet software applications, and in google applications.

TOTAL 100 POINTS

IV. SUBMITTING AN OFFER

1. Eligible Offerors **are required** to submit the following. Incomplete submissions will not be considered:
 - a. **OFFEROR INFORMATION FOR CCNPSC**
Eligible offerors are required to complete and submit a signed "Offeror Information For CCNPSC" form, available at <https://www.usaid.gov/madagascar/careers>.
 - b. **Diplomas and certificates:**
Any documents including diplomas, certifications, and degrees relevant to the position, demonstrating that the offeror meets the minimum qualifications and the evaluation criteria. Offerors are encouraged to submit photocopies. Originals will not be returned.
 - c. **For non-Malagasy citizens:**
A proof for the lawful residency in Madagascar at the time of offer is required.
2. Offeror submissions 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**. electronically to the e-mail address: AntananarivoUSAIDHR@usaid.gov.
3. Subject line for submission:

"PROGRAM ACCOUNTANT [your name]"

All documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). We will not open compressed files (.zip, .rar, etc.).

V. LIST OF REQUIRED DOCUMENTS PRIOR TO AWARD

The selected offeror should have a facility and access clearance from the U.S. Embassy Regional Security Office and a valid USAID medical clearance prior to the contract award. The CO will provide instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS

- Employer contribution to Caisse Nationale de Prévoyance Sociale (CNaPS)
- Employer contribution to a health insurance plan for the selected individual and eligible family members

2. ALLOWANCES

- Transportation allowance is 15% of basic salary
- Miscellaneous allowance is MGA 1,100,000/year
- Annual bonus is 10% of annual basic salary.

VII. TAX

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

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

USAID regulations and policies governing **CCNPSC** 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 as follows:

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

	- Award Type: Cost - Product Service Code: R497 - Accounting Info: Program Funds				negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program Funds	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program Funds	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program Funds	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Program Funds	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>.

- AAPD 06-08: AIDAR, appendices D and J: using the optional schedule to incrementally fund contracts

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/OGES%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	<i>JUNE-2023</i>
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END OF SOLICITATION

Cleared by _____