



**USAID**  
FROM THE AMERICAN PEOPLE

# DEMOCRATIC REPUBLIC OF THE CONGO

**SOLICITATION NUMBER:** 72066024R10005  
**ISSUANCE DATE:** January 19, 2024  
**CLOSING DATE/TIME:** February 16, 2024 at 17:00 (Kinshasa Time)

**SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Project Management Specialist (Youth and Education) – Multiple Hires - based in Kinshasa**

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,

**Sanoussi Traore**

Digitally signed by Sanoussi Traore  
Date: 2024.01.19 11:46:00 +01'00'

/s/

*Sanoussi Traore*

**Contracting Officer**

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-0000	Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066024R10005
2. **ISSUANCE DATE:** January 19, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 16, 2024, at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE: USAID Project Management Specialist (Youth and Education) - Multiple Hires**
6. **MARKET VALUE:** Equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE: The period of performance is Five (5) years**, estimated to start o/a May 2024 or earlier if required clearances are obtained. 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, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of Congo with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:**
  - **Cooperating Country Nationals as defined in AIDAR Appendix J:** “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.”
  - **Third Country Nationals as defined in AIDAR Appendix J:** “Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources”(See **22 CFR 228.15**).
10. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

## 11. STATEMENT OF DUTIES

### 1. *General Statement of Purpose of the Contract*

#### A. Program Management (40%)

The Project Management Specialist (EDU) shall serve as Agreement/Contract Officer Representative (A/COR) for up to three grants, cooperative agreements, or contracts with EDU implementing partners. Activity management shall consist of:

- Maintaining close contact with NGO or contractor chiefs of party.
- Reviewing and approving partner work plans, Performance Management Plans (PMPs), and calendars.
- Monitoring activity implementation by means of meetings with implementing partners, site visits, analyses of partners' quarterly and annual reports, and reviewing success stories and outreach materials.
- Reviewing measurement of performance indicators for activities for alignment with Monitoring and Evaluation plans and performing data quality analyses.
- Preparing procurement documents as required: scopes of work, action memoranda, justifications, waivers, and financial management documents.
- Preparing budget and work plan realignments when needed.
- Recommending approval of key personnel for programs.
- Performing accrued expenditure calculations and funds pipeline analyses.
- Coordinating USAID programs with other donors, government officials and local NGOs

#### B. Strategy and Program Development and Reporting (35%)

The Project Management Specialist (EDU) shall obtain background and information needed to guide USAID interventions and the development of USAID policy positions in the Youth and Education sector. The incumbent shall assist the Education Deputy Office Director in the development of strategic documents, including Mission program strategies, annual Operational Plans, Congressional Budget Justifications, Performance Plan and Reports, and other reports as required. Other contributions include but are not limited to the following:

- Developing EDU Team contributions to mission-wide documents including Mission program strategies, annual Operational Plans, Congressional Budget Justifications, and other reports as required.
- Reporting on results achieved in the EDU portfolio, including through the annual Performance Plan and Report .
- Developing recommendations to enhance the impact of Education programs in collaboration with the USAID/Monitoring & Evaluation staff.
- Analyzing policy and development trends in the Youth and Education Sector, identifying opportunities and issues that arise, and suggesting programming responses in the EDU portfolio .
- Developing and maintaining working relationships with other USAID and US Mission teams as needed, to enable integrated programming.

- Performing ad-hoc reports requested by Mission management and USAID/Washington.
- Drafting public outreach and briefing materials in coordination with the Program Office.
- Working with the Education Team to devise out-year and multi-year strategies for new programs, coordination with other stakeholders, and reporting.
- Participating on evaluation and assessment teams.
- Drafting descriptions for new programs.
- Serving on technical evaluation committees to review proposals for new programs and suggested modifications to current ones.,

### C. Representation (25%)

The Project Management Specialist (EDU) shall, on a regular basis, represent USAID at meetings, conferences, seminars and other events. S/he will serve on Mission teams that guide the development, implementation and evaluation of USAID/DRC's acquisition and assistance awards and mission processes. Representational responsibilities will include:

- Communicating USAID's position to government, other donor, civil society organizations, or UN organizations.
- Serving on Education sub-sector donor coordination groups, such as education access, quality, and governance.
- Drafting and delivering speeches such as during activity launches and close outs or public-facing International Day Events (e.g., Day of the African Child).
- Giving interviews to local media (in coordination with the US Embassy's Public Diplomacy section and USAID's Program Office).

*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.*

*"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10 hours/week of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable."*

#### 2. Supervisory Relationship

The incumbent will work under the general supervision and policy guidance of the EDU Office Director.

#### 3. Supervisory Controls

Supervision of other Mission staff is not expected.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Bachelor's degree in education, International Development, Institutional Capacity Building, or a closely related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible experience developing or managing international education development programming/activities is required, of which a minimum of two years must have been spent working on programming implemented in the DRC.
- c. **Language Proficiency:** Level IV (fluent) English is required for speaking, reading and writing. Level IV (fluent) French is required for speaking, reading and writing.

## **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.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

### **Quality Ranking Factors (QRFs):**

#### **Job Knowledge (60 points)**

The Project Management Specialist (EDU) must have professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching challenges of managing Education and Youth-related activities in the DRC, and the challenges and policies in the DRC education system from business, political, civil society, and social perspectives. The position requires a comprehensive knowledge of education and training principles, particularly assessing, designing, managing, and monitoring education development projects in crisis and conflict-affected environments. Technical knowledge of

two or more of the following specializations is required: capacity building and systems strengthening in the education sector, girls' education, youth skills development, education policy and planning, educator training and professional development, early grade reading, disability-inclusive education, or pre-primary education.

**Skills and Abilities (40 points):**

The Project Management Specialist (EDU) must be able to develop and maintain an extensive range of professional contacts in both public and private sectors. S/he must be able to exercise professional judgment and acumen in actively participating in planning, management, and implementation of Mission activities. S/he must be able to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner. S/he must be able to gather, organize, analyze and evaluate complex data and information for detailed reports. S/he must have excellent English communications skills, be articulate and well-spoken, and have excellent English report writing skills. S/he must prepare documents using MS Office software (Word, Excel, and PowerPoint), Adobe Acrobat or other pdf-editing programs, and Google Suite. S/he must be able to cooperate with other education team members while showing leadership in advising other team members regarding important issues, effective approaches, and appropriate strategies for achieving an activity's desired results. S/he must be free to travel occasionally (at least four weeks total per year) outside Kinshasa and be willing and able to adapt to new situations and learn new skills and information that will ensure greater effectiveness. The position requires the ability to work independently with minimal supervision, to plan well within a close working team, to multi-task and prioritize deadlines, while exercising quality control over all documentation.

**Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**

**Total Possible Points: 100 points**

**SELECTION PROCESS**

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving.

satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

*“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.”*

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 application for U.S. Federal Employment with a cover letter, CV, and a **supplemental document** of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills and Abilities). All four documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaaid-jobs/> and in the USAID website <https://www.usaid.gov/democratic-republic-congo/work-with-us/careers>.
2. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
3. Offers must be received by **February 16, 2024, at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted **ONLY** by e-mail attachment to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) and the e-mail subject must say: **72066024R10005 USAID Project Management Specialist (Youth and Education)**
6. Please submit the Offer only once; and
7. Late and incomplete Offers will not be considered.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Authorization for release of information form
- Overseas Vetting Questionnaire
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form

## **VI. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS** (as applicable): 13<sup>th</sup> month bonus; 14<sup>th</sup> month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. **ALLOWANCES** (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

## **VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

## **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/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_



- Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</i>				
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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](mailto:PSCOmbudsman@usaid.gov).

6. **FAR Provisions Incorporated by Reference**

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUN  
2023

**END OF SOLICITATION**