

**USAID | DEMOCRATIC REPUBLIC OF THE CONGO**

SOLICITATION NUMBER: 72060524R00002

ISSUANCE DATE: February 14, 2024

CLOSING DATE AND TIME: March 13, 2024, 5:00 PM, Kinshasa Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Regional General Development Advisor – USAID/DRC.

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

**Sanoussi Traore
Contracting Officer**

I. GENERAL INFORMATION

1. **SOLICITATION NO.: 72060524R00002**
2. **ISSUANCE DATE: February 14, 2024**
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 13, 2024** before and/or on 5:00 PM (Kinshasa local time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit, email at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE: Regional General Development Advisor – Republic of Congo**
6. **MARKET VALUE: \$104,604 – \$135,978** equivalent to **GS-14**. Final compensation will be negotiated within the listed market value. USPSCs performing overseas are not entitled to Locality Pay.
7. **PLACE OF PERFORMANCE:** The employee’s primary residence will be in Brazzaville, Republic of Congo (ROC). They will spend approximately 50 percent of their work time in ROC and must be available and able to travel within ROC, regionally (within Africa), and occasionally internationally. The employee will carry out travel to other countries in the region (Democratic Republic of the Congo (DRC), Gabon, Central African Republic (CAR), Cameroon) as required. Due to the size of the ROC and the lack of infrastructure, location of project sites, and logistical challenges, field visits can take anywhere from three to seven days.

Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. PERIOD OF PERFORMANCE:

The base period will be **two (2) years**, starting as soon as possible (estimated July, 2024), and when required clearances are obtained. Based on Agency need, the Contracting Officer may exercise three (3) additional **option periods** for one (1) year for the dates estimated as follows:

<i>Base Period:</i>	<i>o/a July 2024 - o/a June 2026</i>
<i>Option Period 1</i>	<i>o/a July 2026 - o/a June 2027</i>
<i>Option Period 2</i>	<i>o/a July 2027 - o/a June 2028</i>
<i>Option Period 3</i>	<i>o/a July 2028 - o/a June 2029</i>

9. ELIGIBLE OFFERORS: U.S. Citizens

10. SECURITY LEVEL REQUIRED: The final selected candidate must obtain both the appropriate security (Secret) and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

BACKGROUND

USAID/DRC is one of the Agency's largest Missions, both in terms of staffing and resources. In addition to its large bilateral programs, the Mission also serves as a regional platform, covering non-presence country operations for the ROC, CAR, and Gabon. Important regional programs include the Central African Regional Program for the Environment (CARPE), the Agency's largest biodiversity program, robust humanitarian activities, and smaller, more targeted interventions addressing stabilization and reconciliation in this volatile region. There are also modest investments typically programmed from centralized mechanisms, in the health, education, and economic growth sectors. With a Fiscal Year 2022 program budget in excess of \$1 billion, the DRC and Central Africa are a strategic priority U.S. Government engagement and foreign assistance.

USAID/DRC is currently developing a Regional Strategic Framework (RSF) that will guide the programming of foreign assistance resources in USAID/DRC's regional, non-presence countries (ROC, CAR, and Gabon). Central to the new strategy is the need for limited, targeted foreign assistance resources in this strategically important region. The RSF will be dynamic, allowing for flexibility and adaptability based on changing circumstances across the ROC, CAR, and Gabon. Of particular importance is ensuring that interventions advance U.S. national interests and respond to both ongoing and emerging priorities. The Mission's regional programming includes a heavy focus on environment-related programs that aim to conserve and protect the world's second largest rainforest in the world - the Congo Basin Rainforest - which spans the DRC, ROC, CAR, Gabon, Equatorial Guinea, and Cameroon. USAID's Bureau for Humanitarian Assistance manages resources in the ROC and CAR. This dynamic region presents many challenges and opportunities and requires an understanding of and experience working in complex and dynamic operating environments with multiple stakeholders.

USAID currently has three positions in ROC, including this solicited Personal Services Contractor (PSC) position for the Regional General Development Advisor (RGDA), one Third Country National PSC, and one Cooperating Country National. USAID/DRC provides policy and management oversight and leadership for the ROC team. USAID/DRC will provide direct supervision to the RGDA as part of their broad regional responsibilities. Other USAID/DRC offices provide budget, planning, and monitoring support, and business advisory services including legal, contracting, finance, and logistics and operations services to USAID's Brazzaville Team. The RGDA will regularly represent USAID programs and policy to the ROC Country Team in coordination with the relevant technical and business process offices, the USAID/DRC Program Office, and the USAID/DRC Front Office. The TCN PSC and the CCN PSC are supervised by the Environment Office in Kinshasa. The POL/ECON Section at Embassy Brazzaville currently provides daily coordination of ROC-based

USAID staff for the purpose of Embassy Brazzaville visibility, awareness, accountability, and information sharing (this function will be transferred from POL/ECON to the RGDA (this position) once the RGDA begins their assignment).

1. General Statement of Purpose of Contract

The Mission seeks a coordinated, senior-level executive with experience, expertise, and knowledge to support and augment current capacity in critical areas. These areas include strategic management, policy, programming and operations coordination, and advisory services. The RGDA will be an integral member of the USAID/DRC Mission's senior leadership team and the Embassy Brazzaville Team and will serve as an effective liaison with a wide array of individuals and institutions and have in-depth knowledge of international relations and foreign assistance programming. Familiarity with a wide range of issues is necessary, including budget analysis and programming, democracy, governance, and human rights, conflict resolution, civil society strengthening, and economic and community development. Excellent interpersonal, communication, presentation, and negotiation skills are necessary, as well as excellent political analysis and reporting skills and the ability to operate with a high degree of autonomy, responsibility, and sound judgment in politically charged and challenging environments. Strong team-building and mentoring skills are essential.

In order to oversee the current and planned USAID-funded activities in ROC and other countries in the region, USAID/DRC is seeking a qualified U.S. citizen to serve as its RGDA in ROC. The RGDA and all members of USAID/ROC's Field Office in Brazzaville receive support from the USAID Mission based in Kinshasa, DRC. The RGDA will report to the USAID/DRC Mission Director in Kinshasa or his/her designee. The RGDA will work under the guidance of the U.S. Ambassador to ROC and her/his team as well as receive guidance from other Country Teams in the region. The RGDA will serve as the point person for all USAID relations and support services with Embassy Brazzaville and will coordinate all USAID affairs in ROC, as well as play a support role for other countries in the region. The RGDA will receive support from technical offices in Kinshasa, and Washington, as appropriate. The RGDA will also coordinate and respond to, as appropriate, tasks from USAID/Washington, in coordination with USAID/DRC and the U.S. Ambassador in ROC. The RGDA will be a recognized expert in the field of development administration and have a proven leadership track record for designing and managing complex, countrywide development and humanitarian assistance programs.

The RGDA is a senior member of the USAID Central Africa management team and will serve as a key advisor on all USAID issues to Ambassadors in the region with an emphasis on ROC. This is a high-profile position that requires the maintenance and building of professional contacts among donors, the private sector, host-country government Ministries, and international and local non-governmental agencies and actors. His/her work will directly affect the development of major aspects of administrative and programmatic activities and decision-making authority will be broad in nature. The RGDA will be in frequent contact with senior members of host country Governments as well as key members of the donor community. They are expected to have adequate knowledge of USAID regulations and procedures, relevant experience, and sufficient professional maturity to successfully implement the tasks outlined in this Scope of Work.

2. *Statement of Duties to be Performed*

a. **Administration and Program Management (50%)**

The incumbent will undertake related tasks as requested by their supervisor, the USAID/DRC Mission Director, or their designee, and keep the U.S. Ambassadors to ROC, CAR, and Gabon or their designee regularly informed of tasks and duties that will include, as required:

- Prepare regional, non-presence related briefing documents, procurement plans, activity reports, reporting cables, and memos;
- Organize and manage all official visits related to USAID programs, and as necessary, providing (or delegating as appropriate) oral briefs on USAID activities in ROC and other countries in the region as necessary;
- Maintain official files on USAID programs;
- Participate in program and financial audits;
- Provide guidance on the day-to-day management of USAID office operations;
- Advise and coach USAID and embassy staff in ROC (and other embassies in the region as required), on development and foreign assistance related issues;
- Advise on programming and budget formulation and priorities for ROC (and other embassies in the region as required);
- Provide career development and performance guidance to USPSCs, TCNPSCs, and local staff;
- Oversee all USAID programming in ROC;
- In close coordination with USAID/DRC and Embassy Brazzaville leadership, set priorities and goals for USAID programming in ROC (and other embassies in the region as required) within current budget and programming envelope, establish deadlines, and make certain that the offices/programs in ROC and other countries in the region as required, are meeting deliverables in a quality and timely manner;
- Monitor local and regional political developments and regularly brief and advise ROC Embassy staff on their potential programmatic impact;
- Provide day-to-day programmatic, operational, and strategic guidance and support to Embassy Brazzaville and USAID/DRC leadership and staff;
- Review and provide analysis for specific program(s) and potential programs, as needed in ROC (and other embassies in the region as required);
- Provide strategic focus for portfolio of implementation mechanisms, staffing, and overall operations;
- Provide recommendations with respect to overall technical and management advisory services at Embassy Brazzaville (and other embassies in the region as required);
- Provide recommendations, best practices, and workshops or training sessions regarding the delivery of assistance and oversight of programs and staff;
- Identify best practices and management efficiencies;
- Provide recommendations regarding regionally – or Washington – provided support services;
- Provide analysis and options on how to enhance intra- and inter-Mission coordination in the region's overall program and activities.

b. Planning, Monitoring and Evaluation, Analysis and Reporting (25%)

- Provide inputs as required to ensure that all USAID reporting requirements on the performance of activities in ROC (and other embassies in the region as required) are satisfied;
- Assist, as necessary, implementation partners with setting up reporting and tracking systems to provide information needed on program progress, or lack thereof, in an efficient and timely manner. Monitoring and evaluation responsibilities will include travel within ROC (and other countries in the region as required) to observe and report on program activities;
- Assist in the collection, review and analysis of data and information on relevant technical areas as a basis for providing up-to-date information on the impact and effectiveness of the program in achieving its objectives;
- Coordinate all evaluation activities with USAID/Washington and USAID/DRC;
- Ensure that the government officials in ROC (and other countries in the region as required) and targeted beneficiaries are also part of the evaluation process and that the benefits and impact of USAID activities are properly communicated;
- Support conceptualization and design of program strategies and objectives in close coordination with U.S. Embassy in ROC (and other countries in the region), and local civil society officials, based on political analysis and U.S. government policy. When necessary, recommend strategic objectives and advocate on behalf of new programmatic approaches in the country, linked to neighboring country programs, where appropriate; and;
- Other duties as assigned.

c. Maintaining USG, GROC and Partner relationships (25%)

- Draft materials for use in communicating USAID program content and progress to the public and all concerned parties including preparation of powerpoint presentations, speeches, press releases, talking points, briefing papers, etc;
- Stay well informed of all events that impinge upon USAID's programs, particularly events occurring within the government or donor community that might affect U.S. assistance to ROC (and other countries in the region as needed);
- Build strong and productive relationships with key government officials, the diplomatic community, donor representatives and NGOs, keeping them also well informed of USAID activities and development assistance plans in ROC (and other countries in the region as needed), ensuring that USAID activities do not conflict with their projects;
- Represent USAID in donor meetings and workshops and report on them as appropriate. S/he will also have to build and maintain relationships with concerned donors and NGOs, keeping them well informed of USAID program activities in ROC (or other countries in the region as needed) and ensuring that these activities do not conflict with their projects;
- Have periodic involvement with events conducted by U.S. Embassies;
- Undertake special assignments requested by Embassy Front Offices, USAID/DRC and/or USAID/Washington;
- Contribute to overall USG development assistance planning for ROC (or other countries in the region as needed) and will be called upon to provide recommendations in the areas

covered by USAID, other USG development assistance agencies and other donor programs in ROC;

- Serve as USAID's primary day-to-day representative to the U.S. Ambassador and Deputy Chief of Mission in ROC;
- Advise on and attends meetings with the Embassy country team, and GROC, as appropriate;
- Advise on and attends meetings with the donor community;
- Serve as a liaison with USAID personnel, U.S. Embassy staff, foreign diplomatic staff, local government officials, UN organizations, local and international NGOs, and other pertinent agencies and organizations. S/he develops and maintains collaborative relationships with a wide array of stakeholders to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs.

3. *Supervisory Relationship*

The incumbent will not supervise current ROC-based staff. The incumbent may be called upon to provide coaching and mentoring expertise to USAID staff working in ROC.

4. *Supervisory Controls*

The incumbent is expected to demonstrate a high level of leadership, independence, professionalism, judgment, and responsibility. The RGDA will work under the general and specific supervision and policy guidance of the USAID/DRC Mission Director, or designee. The Mission Director, or designee, will review and approve the work plan and performance measures of the RGDA. The RGDA will consult and work closely with the various offices and teams at the Mission, the Government, international donors, the Department of State, and other stakeholders. Work results are usually reviewed only for attainment of objectives and conformance with policies and regulations.

POSITION ELEMENTS

Degree of responsibility for decision-making assigned to the position: The incumbent has broad latitude for exercising individual initiatives and making decisions in consultation with the USAID/DRC Mission Director and the U.S. Ambassador in ROC, with respect to matters of strategic management; policy, programming, implementation, evaluation and operations coordination; and advisory services. Where required, s/he will develop new and innovative approaches, conceptual frameworks, or analytical techniques to meet the demands of emerging or anticipated policy and program issues. The incumbent is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities.

Knowledge Level Required: Because of the complex policy, political, and security environment, a broad combination of analytical, policy formulation and programmatic abilities are required, combined with excellent interpersonal, communications, coaching, and writing skills. The job

holder must have a high-level experience as a senior leader with wide-ranging knowledge of the program environment including strategic planning, internal and external reporting, and project management. That experience must cover knowledge of how to apply Agency-wide guidance and policy to meet the circumstances at the Mission level; knowledge of how to gain consensus from senior USAID and other U.S. government officials for a particular course of programmatic action; and the ability to advise Mission staff on the planning and preparation needed to move Mission programmatic objectives forward. Work requires expert knowledge of the assigned field(s) of activity, acquired through extensive training and experience at senior levels. Also, a high level of analytical ability and a comprehensive understanding of the principles and the theories of the assigned field(s) of activity and their application and adoption and the ability to influence policies and decisions through negotiations and recommendations. Thorough knowledge of development programming and the interagency work environment are also required. The incumbent must possess demonstrated knowledge of and ability to work within a diverse environment that incorporates inclusive practices and gender-focused programming.

Level of Complexity for Work Assignments: The purpose of the work is to plan and carry out a variety of important and highly complex program- and management-related activities and to ensure the effective and efficient conceptualization, development, implementation, and reporting of the dynamic USAID/ROC development assistance program and interventions. Assignments typically involve problems that are particularly difficult, or that are systemic in nature.

Available Guidelines: Guidelines consist of general program and administrative policies and precedents, Automated Directives System (ADS) Chapters, handbooks, Bureau directives, and technical references that are usually applicable, but are stated in general terms and require adaptation and/or interpretation for application to the issues and problems encountered in ROC. Some of the knowledge, methods, and techniques are established and commonly accepted, however, in some important aspects they may not be well defined, or are controversial or untested, and frequently require interpretation and modification. Available guides establish a broad pattern of operation which requires a frequent need to exercise judgment and interpretation and provides an opportunity for initiative and innovation. The RGDA is required to understand and analyze Mission and Agency specific policies and must be proactive in keeping abreast of evolving guidelines and policies of the Mission, including but not limited to the ADS, Mission Orders and Notices, and Agency and Department of State Program Strategy and Policy Documents. The work requires unusual analytical ability, originality, and judgment to determine an appropriate course of action applying such guidelines.

Complexity of the work environment or its potential effect on the position's responsibilities:

There is a high amount of complexity in the work environment due to the complex political nature of ROC's portfolio.

Scope and Effect: Provides guidance and senior level advice to USAID/DRC and the U.S. Embassy in ROC. The RGDA carries out a full range of strategic planning, program management, expert advisory, and evaluation responsibilities related to the ROC portfolio. Serving as the Mission's General Development Advisor, the incumbent's recommendations will be given substantial

weight in final mission decisions with respect to administration and management of the entire portfolio.

Nature, Level and Purpose of Contacts: The incumbent will meet regularly with Mission Management, and appropriate officers at Embassies DRC and ROC to provide advice on key Mission-wide programming and project development matters based on her/his experience and understanding of: 1) current USAID policies and directives; 2) relevant U.S. law and regulations; and 3) current U.S. policy as it affects this region. The incumbent will meet and work with a wide range of senior USAID staff – based both at post and in Washington, international organizations, USG counterpart personnel, and USAID implementers to solicit and provide input and views on a wide range of programming issues. Because stakeholders' views are often diverse, the RGDA is expected to be able to communicate and achieve a shared understanding and acceptable solutions that address, to the extent possible, the multiple perspectives concerned and in a manner that fosters collaboration. The RGDA must have the ability to represent U.S. Government interests by communicating effectively in English and French, using a great deal of tact and diplomacy as it pertains to senior management levels.

Authority to Make Commitments: Within Mission delegations of authority and job responsibilities only.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

The education and work experience factors below determine basic eligibility qualifications for the position. Applicants who do not meet all the education and work experience factors are considered NOT qualified for the position.

1. **Education:** A Master's degree in international development, project management, other relevant social sciences, public administration, law, or business field is required. A Bachelor's degree can be substituted for a Masters degree if the candidate has an additional 5 (five) years of work experience above the time requirements below.
2. **Work Experience:** A minimum of ten (10) years of demonstrated technical and administrative leadership in directly relevant work is required. That experience will cover a combination of the following: strategic planning, program implementation, design and reporting as well as coaching and mentoring. At least five (5) years of progressively responsible senior-level management experience with a USG foreign affairs agency, international assistance organization, or non-governmental organization, with focus on democracy and governance, community development, economic development, resilience and food security, health and sanitation, conflict resolution, and/or countering violent extremism. Additional experience in programming capacities either with a bilateral or

multilateral donor organization is acceptable. Ten years of the applicant's overall experience must be at a senior managerial level, as an office director, or higher.

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.

QUALITY RANKING FACTORS (QRFs)

Applicants who meet the Education and Work Experience requirements will be further evaluated based on the three (3) Quality Ranking Factors listed below. The applicant will address each factor on a separate sheet describing specifically and accurately the experience, training, and/or education they have that is relevant to each factor. Please limit responses to no more than one page, single spaced, size 12 font. Please provide a word count after each response.

Technical Knowledge, Skills and Abilities (40 points):

- (a) High-level experience with USG as a senior leader with wide-ranging knowledge of USAID's Program Cycle including: strategic planning, internal and external reporting, and project management. Experience must cover: knowledge of how to apply USG guidance and policy to meet the circumstances at the Mission level; knowledge of how to gain consensus from senior officials for a particular course of programmatic action; and the ability to advise Embassy staff on the planning and preparation needed to advance programmatic objectives.
- (b) The varied duties and responsibilities of the position call for broad professional education, training, and knowledge, related to both the technical and administrative aspects of U.S. government programming work.
- (c) Demonstrated experience in a team environment, and excellent skills as a program advisor, are required.
- (d) Strong interpersonal skills and proven ability to work effectively in a culturally diverse context are required.
- (e) Previous experience in Francophone Africa with a thorough understanding of U.S. foreign policy goals and objectives for the Congo Basin is highly desirable.

- (f) Demonstrated ability to establish and maintain high-level contacts with host country governments, within the U.S. government interagency, donor organizations, bilateral and multilateral agencies, and private-sector organizations is necessary.
- (g) Excellent time management skills and ability to cope effectively with a fast-paced, often stressful work environment are essential as well as the ability to help staff manage their own well-being and professional growth.
- (h) Thorough knowledge of development programming and the interagency work environment are required.
- (i) The incumbent must possess demonstrated knowledge in strategic planning and program coordination/implementation, as well as knowledge of and ability to work within a diverse environment that incorporates inclusive practices and gender focused programming.
- (j) Ability to analyze and evaluate complex development issues across sectors.

Management Skills and Abilities (40 points):

- (a) Strong management, organizational, and analytical skills are required. The position demands demonstrated ability in oversight, strategic planning, and technical and political analysis.
- (b) Management skills required to develop and implement effective development activities involving financial and human resources.
- (c) Proven skills in capacity building and mentoring local staff in a developing country. The applicant should possess strong interpersonal and cross-cultural skills and the ability to effectively lead a diverse team to achieve difficult objectives under demanding work conditions.
- (d) Demonstrated skills in negotiating agreements on matters of program strategy and performance, writing, administration, and management.
- (e) Ability to work with tact, diplomacy, and discretion. The Incumbent must demonstrate capacity to work across cultures with diverse teams, as well as across the U.S. government inter-agency and with local ministries, local civil society institutions, high-level officials, and grassroots organizations.
- (f) Excellent strategic and analytical skills, and ability to work independently with minimal supervision.

Language and Communication Skills (20 points):

- (a) Superior oral and written communication skills in English are required.
- (b) Demonstrated professional level French language skills and ability to function professionally in a Francophone environment. French language skills will be confirmed during the interview.
- (c) Ability to write clearly and concisely using approved Agency software, excellent oral communication skills, and strong interpersonal skills are all essential.

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

Total Possible Points: 100

SELECTION PROCESS:

After the closing date for receipt of applications, a committee will convene to review applications that meet 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 responses will be sent to unsuccessful applicants.

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

Professional Reference checks will be made only for applicants considered for selection. 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.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>
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.
4. Letter of application/cover letter.
5. Current resume/CV.
6. **Supplemental document** specifically addressing the three QRFs (Technical Knowledge Skills and Abilities, Management Skills and Abilities and Language and Communication Skills).
7. List of minimum three (3) professional references with contact information (telephone numbers and e-mail addresses). The applicant's references must be able to provide substantive information about his/her past performance and abilities.

8. Application must be submitted ONLY via usaidhrkinshasa@usaid.gov and the email subject must say –: **72060524R00002 Regional General Development Advisor – Republic of Congo.**
9. Late and incomplete applications will not be considered.

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:
 - *Security Eligibility/Secret Level*
 - *Medical Clearances and Certifications*
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS (if applicable):

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and Holidays

2. ALLOWANCES (if applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)

- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650).

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/sites/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	Base Period - 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]	2	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	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: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition and 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

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END OF SOLICITATION