



**SOLICITATION NUMBER:** V01/2024  
**ISSUANCE DATE:** February 28, 2024  
**CLOSING DATE/TIME:** March 15, 2024/4:00PM

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Development Program Specialist (Budget)**

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 the Attached 1.

Sincerely,

NATALYA  
IVANOVNA  
KOMAROVA

Digitally signed by NATALYA  
IVANOVNA KOMAROVA  
Date: 2024.02.22 16:16:16  
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Natalya Komarova  
Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** V01/2024
- 2. ISSUANCE DATE:** February 28, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 15, 2024/4:00PM
- 4. POINT OF CONTACT:** Althea Jones-Nelson, e-mail at [jmjobs@usaid.gov](mailto:jmjobs@usaid.gov)
- 5. POSITION TITLE:** Development Program Specialist (Budget)
- 6. MARKET VALUE:** JM\$6,048,658 – JM\$9,072,982 equivalent to FSN-11.  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of **USAID/Jamaica**, final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Contract of 5 years estimated to start o/a April 21, 2024.
- 8. PLACE OF PERFORMANCE:** Kingston, Jamaica with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to all interested CCN (Cooperating Country National).  
Cooperating Country Nationals (CCN) as defined in AIDAR, Appendix J, Section (1)(7) means an individual who is a cooperating country citizen. **(Non-Jamaican applicants must possess legal residence within the country and a work permit).**
- 10. SECURITY LEVEL REQUIRED:** Non-sensitive, Local Security Certification or Public Trust

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract:**

The Development Program Specialist (Budget) is the Mission's specialist on matters related to USAID budget systems and procedures and provides a wide range of services in support of achieving Mission development objectives. These services include planning (strategic and activity planning, budgeting and negotiation); and achieving (activity management and implementation).

The Development Program Specialist (Budget) advises technical teams in the development of budget and procurement plans and liaises between technical and support offices to reconcile budget/financial data and coordinate actions. S/he collaborates with USAID/W counterparts to respond to queries and prepares/utilizes financial data for Mission-wide planning/reporting (e.g. Operational Plans (OP), Mission Resource Request (MRR), Congressional Budget Justification (CBJ), Congressional Notifications (CN), etc.). The incumbent plays a key role in the formulation,

implementation and management of the overall USAID development assistance program in Jamaica and independently performs the full range of professional consultative, advisory, analytical, operational and informational services of broad scope in connection with the \$20 million average annual US foreign assistance program.

This position performs complex responsibilities, involving supporting the Mission at large and the facilitation of relationships between senior governmental partners, USAID, and the US Embassy, when requested. The Development Program Specialist (Budget) assists the team in resolving unusual and difficult budget problems, advising on priorities for supplemental funds received, and ensuring that emergency funding is requested to avoid gaps in critical activities on an annual basis.

## **2. Statement of Duties to be Performed:**

### **● Budget Management and Oversight (50%)**

Applying comprehensive knowledge of USAID systems, serves as the Mission's specialist and overall manager of the annual program budget formulation, analysis and execution process for the USAID Mission in Jamaica. S/he serves as the Advisor to Mission Management on budget issues; leads coordination with all technical teams to analyze and identify funding needs and ensure timely utilization of funds; analyzes and determines obligating approaches; develops strategies for managing earmarks and directives; actively participates in and provides budget data and in-depth analysis for all portfolio and financial reviews; and works with technical teams to identify current and future financial requirements in order to determine any reprogramming needs, and effects such actions. Budget and explanatory text submissions must be accurate, timely, reflective of Mission priorities and needs, and responsive to the requester's information requirements. Analyzes budget information (rates of expenditure, projected future needs, etc.) and advises OPPM Director and Mission Management on all matters related to resource planning and management in order to ensure the proper and timely use of funds.

The Job Holder:

- Manages Mission budget systems including the Field Support Database. Develops and implements an annual obligation plan. Ensures all pre-obligation requirements are met and yearly obligation Agreements are completed in accordance with the relevant guidance. Liaises with USAID/W and Resident Legal Officer (RLO), assists in managing the annual Operational Year Budget (OYB) and provides inputs into recommendation on allocation and distribution of bilateral, unilateral and field support funds to comply with all earmarks, directives, and Agency priorities. Conveys U.S. Government appropriation legislation and programming guidelines established by USAID/W and ensures and tracks budget compliance by technical offices.

- Based on expert analysis of each technical team budget, prepares and submits Mission's requests such as the Congressional Budget Justification and the Mission Resource Request.
- Monitors Bureau projected country allocations and yearly allowances to ensure consistency with requested levels. Informs mission managers in advance of possible budget windfalls/shortfalls to enable timely revision of annual work plans or planned new activities, as appropriate. Advises Mission Management on the rationale and advantages/disadvantages of each. Develops and submit written analysis and justification to secure funding.
- Working with the RLO, ensures all pre-obligation requirements are met, including ensuring countries and activities are in compliance with legal and legislative requirements via accuracy of country and assistance checklists. Advises Development Objective (DO) teams of legal and legislative changes and ensures they are responsive to the specific guidance.
- Serves as Mission's specialist on Development Objective Grant Agreements. Develops, with RLO guidance, negotiates, and provides advice on bilateral Development Objective Grant Agreements and sub-agreements and follow on Amendments and Implementation Letters ensuring that host country partners are engaged in program planning. Facilitates obligations into the Regional Development Objective Grant Agreement for PEPFAR activities.
- Supports implementation and obligation/deobligation of program funds and ensures appropriate approvals and clearances obtained from Mission Director beforehand. Develops alternative budget scenarios and recommendations in conjunction with staff in the Regional Financial Management Office.
- Compiles responses to numerous program budget and operations questions from USAID/W, Office of Management and Budget (OMB), Department of State, and Mission technical and support offices.
- Establishes and maintains official budget files.
- **Reporting (25%)**
  - Leads, in coordination with the technical offices, the drafting and submission of the Mission's annual Operational Plan for clearance by Front Office and Embassy and for final approval by the Office of Foreign Assistance (F).
  - Coordinates preparation, draft and review of all budget documents and tables documents for required reporting, e.g., Operational Plan, Congressional Budget Justification (CBJ), and USAID budget inputs into the Performance Plan and Report (PPR), Post's Integrated Country Strategy (ICS), etc.

- Provides inputs to multi-sector briefing materials and other ad hoc reports required by senior Mission leadership, USAID/W and Department of State officials and Host Country Government authorities to respond to budget concerns or issues.
- Drafts budget inputs to various reports for numerous internal and external audiences and responds to public enquiries addressed to the Ambassador, the Country Representative, and the Jamaica Country Desk regarding USAID/Jamaica funding.
- Participates in the preparation, clearing, quality control and approval of activity acquisition and assistance documents, i.e., annual work plans and budgets, procurement actions, evaluations and audits. Provides specialized advice to ensure adherence to all USAID and GOJ program policies and regulations. Review all documents prepared by teams for compliance with ADS, Bilateral Agreements, Conditions Precedent, Covenants, and Counterpart Contributions.
- **Government and donor support (15%)**
  - Coordinates with the Host Country Government and donors on all matters relating to the USAID program and budget in Jamaica.
  - Assists in presenting and explaining the approved Operating Year Budget (OYB) to the Host Country Government, provides briefings, if necessary, and negotiates any changes to the OYB.
  - Supports negotiations of all Mission bilateral grant agreements with main government counterparts.
  - Ensures that all bilateral agreements are finalized and accurately reflect discussions prior to being forwarded to host country officials.
  - Supports negotiations with the government on modifications/adjustments to the agreements, based on a detailed understanding of each action.
  - Drafts official responses to questions from the Government of Jamaica and international development partners on Mission program budget and related matters.
  - Provides input into briefs for Ambassador and donor groups relating to all aspects of the U.S. development assistance program in Jamaica, covering both past history and current programs and trends.

- Supports USAID/Jamaica Front Office donor coordination work by providing material for briefers, historical context, and talking points for discussions on Jamaica's development.
- **Operational Support (10%)**
  - Works closely with the OPPM Director to support day-to-day office management and administration.
  - Supports the OPPM Director and Supervisory Program Officer to streamline office administration operations, systems, procedures, and approvals, such as project design and implementation, travel, training, workshops, and procuring routine services.
  - Advises Office Director, Front Office, and USAID/W on programming strategies to improve USAID operations, problem solves and/or alerts senior management and/or Washington on issues requiring their attention.
  - Serve as COR/AOR, Alternate COR/AOR and/or Activity Manager, for grants, contracts, cooperative agreements and/or inter-agency agreements managed by the Program Office in USAID/Jamaica.

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.

### 3. **Supervisory Relationship:**

The incumbent operates independently but consults closely as necessary with the supervisor or his/her designee. The Development Assistance Specialist (Budget) reports directly to the OPPM Director. The incumbent manages all budget operations, handles all work independently according to USAID policies or accepted practices. S/he resolves budget problems that arise by determining approaches to be taken and methods to be used. Supervisor's review when necessary is limited to adherence to budgeting decisions and agreed programming actions. The Specialist undertakes multiple budget assignments across multiple years simultaneously with limited supervision. S/he consults when critical or urgent decisions are required from the Front Office, USAID/Washington, or the host country government.

### 4. **Supervisory Controls**

The supervision of other USAID staff is not contemplated.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Possession of a bachelor's degree in administration, accounting, financial management or social science such as public administration, and economics is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible professional experience in accounting, financial management, public administration, or program management experience with other international or local donors/organization, non-government organizations and/or private sector.
- c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff, will be provided as appropriate; and courses, seminars, conferences, and other activities in fields related to the function, and needed to maintain and update professional qualifications, will be provided as they become available, subject to availability of funds.
- d. **Language Proficiency:** Level IV English oral and writing ability is required.
- e. **Job Knowledge:** The Job Holder must have demonstrated specialist level knowledge of budgeting and financial management, including database management. S/he must also have a general knowledge of the development challenges facing Jamaica and general economic development concepts which include sustainable development and the potential economic, social, and cultural impacts of development activities. S/he must have working knowledge of private, public, and non-governmental approaches to development, and government policy priorities and institutional structures/functions. S/he must have an understanding of the U.S. Government's foreign policy interests in Jamaica, as well as USAID's general priorities. Knowledge of advanced computer software and spreadsheets programs for tracking complex, multi-year, multi-million-dollar budgets for large programs is essential.
- f. **Skills and Abilities:** The position requires extremely strong budget, financial analysis, management, and the ability to gather, analyze, and report financial and budget data; develop and present financial plans; and explain detailed financial information to non-experts. Collegiality and attention to detail under pressure will be extremely important for success in this position. Advanced skills in guiding and working as a team member with technical officers and Mission management to ensure that available financial resources are optimally allocated to achieve strategic results. Ability to project required budget and expenditure levels based on sound knowledge of USAID's projects and goals is key to the success of the position. In addition, strong interpersonal and communication skills will be needed for excellent working relationships with technical teams, administrative support offices, USAID/Washington and with host country counterparts. Ability to accurately explain

USAID/Jamaica’s program and budget to internal and external audiences is required. Strong skills in budget formulation, spreadsheets, PDF conversion, Google software and platforms, data processing and analysis and program budget tracking and management are required. An ability to prepare, produce and present documents that are well written (clear, concise and accurate), requiring little or no editorial changes prior to distribution is critical. The Job Holder will be expected to edit technical documents for clarity and style.

**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.

**Evaluation Criteria**

- Language and Communications 10 points
- Work Experience 15 points
- Job Knowledge 35 points
- Skills and Abilities 40 points

	Interview	Written Test	Total
Language & Communication	5	5	10
Work Experience	15	0	15
Job Knowledge	20	15	35
Skills & Abilities	15	25	40
<b>Total</b>	<b>55</b>	<b>45</b>	<b>100</b>

“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 and submit the offer form

[Universal Application for Employment \(UAE\) \(Form DS-174\)](#)

Candidates who do not submit an application form will be automatically disqualified.

**Required Documents:** Please provide the required documentation listed below with your application:

- Cover letter
  - Current Resume
  - Qualification(s)
  - Three (3) references
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**.
  3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.  
Via E-mail: Application forms may be emailed in PDF form to [jmjobs@usaid.gov](mailto:jmjobs@usaid.gov) using the subject **“Application V01-2024: Your Name”**.

#### **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:
  - Conditional Selection Letter
  - US Embassy Kingston Security Clearance Package Request
  - Medical Clearance Request
  - USAID Ethics of Conduct

#### **VI. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**  
Benefits are paid to Locally Employed Staff as outlined in the Local Compensation Plan.

- 2. ALLOWANCES (as applicable):  
 Allowances are paid to Locally Employed Staff as outlined in the Local Compensation Plan.

**VII. TAXES**

Employees are responsible to make payments for all relevant taxes.

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

USAID regulations and policies governing **CCNPSC and TCNPSC** 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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/partner-with-us/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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).

**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**

<b>52.204-27</b>	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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