



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72067524R10001

**ISSUANCE DATE:** April 12, 2024

**CLOSING DATE/TIME:** April 25, 2024

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - ACCOUNTANT - INTERNAL CANDIDATES ONLY**

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,

Debbie Jackson  
**Contracting Officer**

UNITED STATES ADDRESS:  
USAID/GUINEA, Department of State  
2110 Conakry Place, Washington DC 20521-2110  
United States

INTERNATIONAL ADDRESS:  
USAID/GUINEA, B.P. 603, c/o American Embassy  
Transversale no. 2, Centre Administratif de Koloma  
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**I. GENERAL INFORMATION****1. SOLICITATION NO.: 72067524R10001****2. ISSUANCE DATE:** April 12, 2024**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 25, 2024**4. POINT OF CONTACT:** HR Team, e-mail at conakrypscjobs@usaid.gov**5. POSITION TITLE:** Accountant**6. MARKET VALUE:** 324,672,733 - 487,009,089 GNF equivalent to FSN-10

In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy/Guinea.

Final compensation will be negotiated within the listed market value. Salaries above the top of the pay range will not be entertained or negotiated.

**7. PERIOD OF PERFORMANCE:** Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. And based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.**8. PLACE OF PERFORMANCE:** Conakry, Guinea with possible travel as stated in the Statement of Duties.**9. ELIGIBLE OFFERORS:** Cooperating Country Nationals working for the US Government in Guinea (USAID, DOS,DAO,CDC,PEACE CORPS, NIH).  
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.**10. SECURITY LEVEL REQUIRED:** Facility access.**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract**

This is one of the two positions located in the Accounting Team in the Office of Financial Management (OFM) at USAID/Guinea and Sierra Leone. The primary purpose of this position is to manage the USAID/Guinea and Sierra Leone program budget and Mission’s Operating Expense (OE) budget. The accountant prepares budget projections and requests based on analysis of probable and proposed project funding levels, in conjunction with the ever-changing economic environment and prepares budget

projections and requests based on analysis of staffing levels, proposed funding levels, recommends appropriate funding source for OE expenditures and ensures that obligations and disbursements are attributed to proper accounts.

The accountant reports to the Chief Accountant and serves as a backup for other OFM staff, as needed.

The Job holder may be expected to perform work-related travel.

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

### **A. Accounting**

**50%**

Performs all project and operating expense accounting for USAID/Guinea and Sierra Leone and processes financial documentation for all OE (\$5.9 M) and Program resources (\$60 M) inclusive of attesting to the availability of funds and validity of obligations. Provide guidance to comply with underlying regulations and objectives. Maintain current accounting files and records for all OE and Program obligations. This includes, but is not limited to agreements, contracts, purchase orders, travel authorizations, and travel requests and miscellaneous obligations (MOs). Provide professional guidance and advice to Mission personnel on USAID regulations, procedures, and requirements as they apply to specific operating activities. Provide guidance on budgeting and advance procedures. Prepare quarterly, end-of-year, and extemporaneous reports for the Mission and AID/Washington. Maintain current working files on operating expense, trust fund, and program budgets, obligations and disbursements. Review and follow up all outstanding advances.

Reviews and provides clearance to strategic objective funding documentation to ensure compliance with USAID accounting regulations/policies and procedures. Based on this review, the incumbent provides clearance on funds availability certification and validity of obligations to the Mission within each program budget allowance taking into consideration any Congressional earmarks, if any, and other related provisions. The incumbent provides input to activity implementation documents to ensure all accounting concerns are properly addressed.

Responsible for the establishment and maintenance of formal accounting records through Phoenix and the Mission filing system. These include budget allowance ledgers; project and strategic objective ledgers; advance ledgers, obligations, sub commitment, and sub obligation records for activities financed from dollar and local currency funds allowed to the Mission.

Reviews proposed activity budgets for costs' allowability, reasonableness, and accuracy. Assigns Expended Object Class Codes (EOCCs) to all obligating documents. Conducts quarterly reviews of un-liquidated program and operating expense obligations (Section 1311 review) and takes appropriate action to de-

obligate excess funds. Monitors status of expired obligations and obligations nearing expiration and provides timely advice and analysis for decision-making. Execute the de-obligation/de-commitment of funds during the awards closeout process. Advise CFO/CMP in Washington concerning closeout of instruments financed through Letter of Credit.

Assists the Obligation Managers/Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR) in calculating the quarterly accruals expenditure. Reviews and posts/records the accruals in Phoenix. Files all accrual-supporting documents.

Provides timely and accurate posting of program and operating expenditure financial transactions in the financial system (PHOENIX). Establishes and maintains supporting records and documentation to support each accounting entry in the PHOENIX financial system for the assigned Assistance Objective (AO) team(s), including project or AO papers, agreements and amendments, implementation plans and documents submitted in fulfillment of conditions precedent, project implementation letters, disbursement authorizations, contracts and other documents. Prepares and posts upward and downward adjustments, as necessary, to accommodate exchange rate fluctuations. Verifies that all transactions posted to the financial system are in conformance with the Foreign Assistance Framework, ensuring that correct program areas and program elements are used. Also, ensures that all transactions conform to agency guidance, Mission policy and procedures, and applicable government regulations including the standardized regulations of the Department of State, applicable sections of the Foreign Affairs Manual and Foreign Affairs Handbooks, and federal travel regulations. Ensures the timely and accurate preparation of all project and operating expense accounting reports and ensures that all reporting requirements are met.

Performs the reconciliation between the Mission's reported disbursements and those recorded by United States Disbursing Office (USDO) and the U.S. Treasury and prepares the monthly reconciliation certification. Investigates the reconciling items to resolve all discrepancies in a timely manner, not to exceed ninety (90) days. Takes corrective action to resolve reconciling items in conjunction with the Chief Accountant. Prepares the SF 1097s to transfer funds from one appropriation to another. Prepares journal vouchers to correct double postings or to correct other payments erroneously reported. Prepares the SF 224 to reflect all disbursement transactions processed by the accounting station for the particular month. Downloads various Treasury reports, including the Statement of Differences (SOD), from GOALS II and reconciles the data with Phoenix records. Takes appropriate actions for the differences, then prepares and transmits the Statement of Transactions (SF-224) reports through GOALS II on a monthly basis, downloads and reviews the payments reports to make sure all payments sent are processed correctly. Prepare the 6653/6652/6655 to verify that Mission's disbursements as reflected in the USDO reconciliation (1221) and the SF 224 with

Treasury were prepared correctly. Records inter-agency charges (Interagency Payments and Collections, or IPACs) from other U.S. government agencies. Issues IPACs and supporting documents to other agencies. Downloads reports from the Embassy's Consolidated Overseas Accountability Support Tool (COAST) on a weekly basis and records all transactions in the financial system in a timely manner, within one-month of occurrence.

Coordinates with Acquisition and Assistance Offices (OAA) and Executive Office on contract closeouts, including the Mission and USAID/W-funded contracts where USAID/Guinea and Sierra Leone is the paying office, by reviewing the expenditures in Phoenix, and reconciling these with USAID/W records. In case of discrepancies, further review the records, take the necessary corrective action, and advise USAID/W and the Mission management accordingly.

**B. Budgeting and ICASS Analysis 25%**

Budgeting:

Develops/formulates and monitors budgets status and projections mission funds including program administrative support operations. This includes capturing and analyzing budgetary information that is necessary for submission of the Mission's annual reporting (OE and Program Administrative budgets, workforce planning, special operations and account reporting) and implementation of the annual Program Administrative Support Cost Budget (workforce allocation, special requirements, etc.). This analysis is based on detailed forecasts and analysis of expenditures, prior cost information, planned actions, and available funds. Support budget estimates with rational justifications including schedules, tables, cost allocations, and compliance with USG regulations; must provide complete documentation of projected expenses by revenue source, object class code, and account. Obtains, compiles, and summarizes narrative information and quantitative data for use by others within the office; analyses and verifies the costs of line items in the budget and enters the costs in standard forms and schedules; and extracts budget and program data from computer printouts of accounting records, forms, and reports for use by co-workers. Also, monitors execution of yearly OE budget to include anticipating problems and notifying the Chief Accountant and Controller of potential problems and other budget possibilities based on routine and periodic reviews.

Coordinates with the Executive and Program Offices to ensure accurate and timely posting of both Operating Expenses (OE) and Program budget allowances in the financial system. Tracks and monitors the OE and Program budgets once the Operating Year Budget (OYB) is approved and ensures allowances are not exceeded. Conducts periodic budget reviews, alerting the Chief Accountant/Controller of any control weaknesses and suggests remedial measures. Performs reviews, analysis and develops detailed pipeline analysis of

USPSC and LES contracts and formulates financial plans for each contract as required by technical and support offices managers.

Reviews and provides funding information and clearance on program funded Global Acquisition and Assistance System (GLAAS) funding requests/requisitions.

Reviews and provides funding information and clearance on E2 travel authorizations and Mission purchase orders initiated through the Embassy procurement system ILMS/Ariba.

Monitors and advises on funds usage to ensure the budgets are not exceeded. Periodically perform analysis of past expenditure rates, current and projected pipelines, future burn rates to ensure that adequate funding is always maintained and accurate accruals are prepared.

Assists the Chief Accountant during the Budget Formulation and Execution Manager (BFEM) or Operational Resource Request (ORR) preparation in providing input on PFOC and OE related needs.

ICASS Analysis:

Performs the review of ICASS cost sharing budgets and analyzes the USAID/Guinea and Sierra Leone ICASS Complex bills for accuracy. Provide input into the generation of USAID/Guinea and Sierra Leone ICASS workload counts and static workload counts for Basic Package, Health Services Local Guard Program, Community Liaison Office (CLO), Security Services, Non-Residential Building Operations, Locally Engaged Staff Services, PABX etc. cost centers. Conducts detailed reviews and analysis of USAID cumulative workload accounts provided by the Embassy to verify accuracy, completeness, and appropriate charging to the various USAID ICASS Agencies.

Reviews, analyzes, and reconciles overall USAID workload counts for the cost centers ensuring that they are accurate, reasonable and correctly charged to the right USAID codes. Analyzes and reconciles USAID/Guinea and Sierra Leone periodic ICASS IPAC tranches charges from Washington and advises/recommends for obligation of adequate funds and recording in the financial system.

### **C. Accounting Reporting**

**15%**

Prepares timely periodic accounting reports such as detailed quarterly and summarized pipeline reports, expiring funds report; Operating Expenses budget status reports; developing expected burn rates for the upcoming six-month period, and discussing corrective action leading to more timely programing and expenditure of program funds. Generates and provides input to the various data

call reporting requests.

Develops internal ad hoc reports with graphical presentation of the financial data to illustrate how efficient programs/sectors are managed. Consults with various technical offices to discuss the program/sector reporting needs. Analyzes the information required, designs, and generates tailored financial reports from the official accounting data.

Collates and coordinates compilation analysis, and submission of periodic accounting reports including those filed through the USAID Financial Data Collection Systems. These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, FSN Separation Pay); and FSN Severance Liability Trust Fund. Prepares monthly and quarterly cash reconciliation reports including but not limited to the SF224/SF 6653/6655, suspense aging, and SF 6653 as required by USAID/W and US Treasury. Prepare Partners expenditure report; e2 analysis reports, Advance outstanding reports and any ad-hoc reports.

#### **D. Financial Reviews**

**10%**

In coordination with the Chief Accountant, documents policies and procedures governing the accounting function of USAID/Guinea and Sierra Leone. Considers areas of possible enhancement of program accounting operations and recommends improvements in efficiency and internal control. Review certain vouchers to ensure cash and credit card charges are posted to the correct funding documents. Also, helps to calculate and verify the allowances and entitlements for local and offshore USPSC employees. Serve as backup to the other Project or OE Accountant(s) performing the duties of those positions in the absence of one of the incumbents. He/she further conducts, in conjunction with Financial Analysts, pre- and post-award surveys and financial reviews of prospective and existing grantees to determine the adequacy of their accounting systems and internal controls, their financial status and their financial capability to implement grants. Prepares and designs training materials on different accounting topics for presentation to technical teams, Mission management and new accountants. Responsible for conducting periodic briefings for Mission management, AOR/CORs and implementing partners on changes to USAID financial management guidelines and participate in strengthening partners systems especially the accounting systems.

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 works under the supervision of the Chief Accountant who provides on the

job training, advice, coaching and mentoring as required. However, the incumbent is expected to perform all duties and responsibilities in a professional manner with considerable independence and responsibility.

#### 4. **Supervisory Controls**

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:** A minimum of a bachelor's degree in accounting, Finance or Business Administration is required.
- b. **Prior Work Experience:** A minimum of three years of professional experience in accounting, budgeting, financial management or auditing is required.

## **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 FACTORS:**

After the closing date for receipt of applications, the Human Resources (HR) office will review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualifications required will not be scored. Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of the below Evaluation Factors through their application packages test and interview performances.

#### **FACTOR 1 - Education (10pts)**



The candidate must have at least a bachelor's degree in Accounting, Finance or Business Administration.

**FACTOR 2 - Prior Work Experience (20pts)**

The candidate must have a minimum of three years of professional experience in accounting, budgeting, financial management or auditing is required.

**FACTOR 3 - Language (10pts)**

The candidate must have a level IV in English and French.

**FACTOR 4 - Job Knowledge (25pts)**

The candidate must demonstrate a thorough knowledge and understanding of accounting principles, theories, practices and terminology as well as the principles and procedures of the host government and business financial accounting, budgeting and reporting.

**FACTOR 5 - Skills & Abilities (35pts)**

The incumbent must be detail-oriented and have excellent analytical skills. The incumbent must be able to interpret, compile and present detailed financial information in a concise and professional manner. The incumbent must have the ability to analyze and develop procedures and internal controls to ensure the integrity of financial data. The incumbent must be able to understand and implement financial management operations required by law or regulation. The incumbent must possess excellent communication skills to establish and maintain effective working relationships in a team environment. The incumbent must have advanced Word processing and spreadsheet skills and be proficient in the use and application of technology. The incumbent must possess the ability to analyze complex issues and be able to properly interpret accounting requests and make informed determinations regarding the accounting treatment of/for the documentation received. It is expected that the incumbent will have the ability to identify areas or processes which could be made simpler or streamlined and to propose new and more effective innovative approaches to effectively accomplish accounting objectives.

**TOTAL POSSIBLE POINTS: 100 points**

**2. SELECTION PROCESS**

After the closing date of the solicitation, the Human Resources Office will assess which applications meet the minimum Education and Work Experience qualifications.

Applications of those who meet all minimum qualifications will be further evaluated by a Technical Evaluation Committee (TEC) based on the evaluation factors listed above.

Applicants with the highest scores will be invited for a test and an interview.

Professional references will be conducted for selected candidates after the interview, and will be utilized as part of the TEC's recommendation process to the Contracting Officer.

Final selection will be based on the application package review, the test and interview results and the reference checks feedback.

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

1. **Form AID 309-2:** Eligible Offerors are required to complete and submit the offer form AID 309-2. “Offeror Information for Personal Services Contracts with Individuals,” available at <https://www.usaid.gov/forms/aid-309-2>. The form must be signed and in English. Un-signed application forms and any missing requested documents will not be considered.
2. **Cover Letter:** stating candidate’s reason for interest in the position and qualifications.
3. **Current resume/curriculum vitae:** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated evaluation factors, listed above.
4. **References:** Offerors are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) from current or former supervisor who can provide information regarding applicant job knowledge and professional work experience.
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents **SOLICITATION #72067524R10001 – ACCOUNTANT** and submit only **ONCE** via email to [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov) by the closing date and time specified in this Solicitation.

**All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in English (unless otherwise specified in the SOL). Late, incomplete or unsigned applications will not be considered.**

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

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

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit all the pre-award forms to obtain the necessary medical, security, and any other required forms.

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

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

- a. Miscellaneous allowance
- b. Transportation allowance
- c. Year-end bonus
- d. Tabaski Bonus

**VII. TAXES**

In accordance with Mission policy.

**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)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost	1	LOT	\$ _TBD_	\$_TBD at Award after negotiatio

	- Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				ns with Contractor –
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert 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/work-usaid/aapds-cibs>

**USAID Acquisition and Assistance Policy Directives AAPD-20-08 (Rev1):** Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs, available at [https://www.usaid.gov/sites/default/files/2023-03/aapd-20-08-Rev1\\_0.pdf](https://www.usaid.gov/sites/default/files/2023-03/aapd-20-08-Rev1_0.pdf)

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**

<b>52.204-27</b>	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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**EQUAL EMPLOYMENT OPPORTUNITY:** The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

To learn more, please visit the [U.S. Equal Employment Opportunity Commission](https://www.eeoc.gov).

**END OF SOLICITATION**