



# USAID | DEMOCRATIC REPUBLIC OF CONGO

**SOLICITATION NUMBER:** SOL-660-15-000011  
**ISSUANCE DATE:** May 11, 2015  
**CLOSING DATE:** May 25, 2015 – 17:00 Kinshasa, DRC Time  
**SUBJECT:** Solicitation for US/TCN Personal Service Contractor  
for USAID/DRC- CARPE Team Manager

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID/DRC), is seeking applications from qualified individuals interested in providing United States/Third Country Personal Service Contractor (US/TCN PSC) for USAID/DRC services, as described in this solicitation. Submissions shall be in accordance with the attached information at the place and time specified.

Interested applicants must submit:

- (i) Most current curriculum vitae or resume with cover letter;
- (ii) Completed, hand-signed form SF 171 or OF 612;
- (iii) Three references, who are not family members or relatives, with telephone and email contacts; and,
- (iv) Biographical Data Sheet – Form AID 1420.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with stated evaluation criteria. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/DRC reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants must be available to start work not later than September, 2015. This availability shall be indicated on the OF-612 or SF-171, which must be signed; those submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures that accompany their submissions. Applications shall be submitted by email by the closing date and time. Late applications shall not be considered and will be handled in accordance with Federal Acquisition Regulations (FAR) 15.412.

USAID/DRC anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Application packages must be submitted via e-mail to: [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) with a copy to Sandra Kiyanga ([skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)) and Matthew Corbin ([mcorbin@usaid.gov](mailto:mcorbin@usaid.gov)). Please quote the number and position title of this solicitation on the subject line of your email application.

Sincerely,

Matthew Corbin  
Executive Officer  
USAID/DRC

## USPSC/TCN Solicitation

Solicitation for United States/Third Country Personal Service Contractor (US/TCN PSC) for USAID/DRC

**SOLICITATION NO.:** SOL-660-15-000011  
**ISSUANCE DATE:** May 11, 2015  
**CLOSING DATE/TIME:** May 25, 2015 – 17:00 Kinshasa, DRC Time  
**POSITION TITLE:** CARPE Team Manager  
**MARKET VALUE:** GS-15 (\$101,630 to \$132,122)  
**PERIOD OF PERFORMANCE:** A base of 2 years from the date of appointment with an option of one year extension options up to a maximum of 5 years subject to the availability of funds  
**PLACE OF PERFORMANCE:** USAID/DRC Kinshasa  
**SECURITY ACCESS:** Secret  
**AREA OF CONSIDERATION:** United States (US) or Third Country National (TCN) Personal Services Contractor (PSC)

### SECTION I: BACKGROUND

The USAID Mission to the Democratic Republic of the Congo (DRC) is located in the DRC's capital city, Kinshasa. The DRC is a strategic priority for U.S. foreign assistance due to its size, location, and role in the region. Despite its tremendous economic potential, the DRC is among the world's poorest and least developed countries. Pervasive corruption, historical political instability, and a lack of infrastructure severely limit both domestic and foreign investment. The country held its second presidential and parliamentary elections in November 2011, the outcome of which was deemed as deeply flawed and has further weakened the legitimacy of the state. Foreign and domestic militias continue to occupy territory in eastern DRC and are responsible for widespread human rights abuses and an ongoing epidemic of sexual and gender-based violence. USAID/DRC is responsible for the development and management of the U.S. Government's foreign assistance program focused on promoting peace and security, strengthening of democratic institutions, improving health and education status, supporting economic growth and providing humanitarian assistance.

USAID/DRC implements most of its programs in health, democracy and governance, education, peace and stability, and agriculture/food security through grants to international organizations, such as UNICEF, and international non-governmental organizations (NGOs). The USAIDFY 2014 Foreign Assistance Budget was \$350 million, with humanitarian assistance accounting for \$123 million. Programs include stabilization and conflict mitigation, democracy and governance, health, education, social protection, economic growth, food security, and humanitarian assistance. USAID/DRC also manages the six-country Central Africa Regional Program for the Environment (CARPE), with a separate budget of \$21.9 million in FY 2014.

The Mission is staffed with 44 U.S. Direct Hires (USDH); 13 U.S. Personal Service Contractors (USPSC), Third Country Nationals (TCNPSC), and U.S. Fellows; and 94 Foreign Service Nationals (FSN).

Employees may bring family members, including minor dependents, to the DRC. In-country travel may be required by the USDH, USPSC, and FSN staff members to provide the oversight and management support for programs and administrative operations over this huge country, the size of the U.S. east of the Mississippi.

## **Scope of Work and Position Description**

### **Team Manager**

## **Central Africa Regional Program for the Environment (CARPE)**

### **I. STATEMENT OF WORK**

#### **1. CARPE Background, Time Horizons and Objectives**

The Central Africa Regional Program for the Environment (CARPE) was initially authorized as a 20-year regional initiative in 1995, with the objective to reduce the rate of forest degradation and loss of biodiversity through increased local, national, and regional natural resource management capacity in the Central Africa region.

Phase I (1995-2002) was to coordinate work on identifying and establishing the conditions and practices required to reduce deforestation and loss of biological diversity in Central Africa. In its first phase, CARPE's partners focused on increasing the knowledge of Central African forests and biodiversity and building institutional and human resources capacity.

In Phase II CARPE implemented sustainable natural resources management practices in 12 landscapes in the Democratic Republic of Congo (DRC), the Republic of Congo (ROC), Gabon, Cameroon and Central African Republic (CAR) to conserve biodiversity, forest management, mitigate climate change effects through support to Reducing Emissions from Deforestation and Forest Degradation (REDD+) strategies and action plans, implementation of Low Emissions Development Strategy (LEDS) and improve overall environmental governance in the region, and strengthen natural resources monitoring capacity.

CARPE is now in its third Phase (CARPE III), which started in October 2013. Phase III is currently authorized until September 30, 2018. The Goal of CARPE III is "Central Africa's transition to climate-resilient, low emissions development accelerated through sustainable management of bio-diverse forests." CARPE's Development Objective is to maintain the ecological integrity of the humid forest ecosystem of the Congo Basin.

CARPE III comprises four intermediate results that support this objective. These intermediate results (IR) are: (1) Targeted forest landscapes sustainably managed; (2) Threats to biodiversity in targeted forest landscapes mitigated; (3) Policy and regulatory environments supporting sustainable forest management and biodiversity conservation established; and (4) Capacity to monitor forest resources, greenhouse gas emission and biodiversity strengthened. The results will be accomplished through two distinct but interdependent projects: Central Africa Forest Ecosystems Conservation (CAFEC) and Environmental Monitoring and Policy Support (EMAPS).

The site-based CAFEC project focuses on sustainable forest management, wildlife conservation and community-level REDD+ activities linked to national REDD+ strategies through programs covering eight carbon-rich, biologically sensitive and diverse natural forest landscapes in DRC and ROC. Modest support will be provided to the Forest Ministry of Cameroon and to Gabon's National Parks Authority (ANPN) to improve parks management through the U.S. Forest Service (USFS). CAFEC's eight landscape-level programs are implemented by four U.S.-based international non-governmental organizations (NGO) – World Wildlife Fund (WWF), Wildlife Conservation Society (WCS), Conservation International (CI) and African Wildlife Foundation (AWF) – in a consortium mode that also includes regional and national NGOs.

The EMAPS project aims to improve national and regional environmental policies and regulations, and build capacity of public and private institutions to support forest and biodiversity conservation, and national REDD+ programs. It also provides state-of-the-art monitoring of forest cover change, greenhouse gas emissions and biodiversity. EMAPS project has five activities: 1) Strengthening Central Africa Environmental Management and Policy Support, implemented by the World Resources Institute (WRI); 2) Congo Basin Forest Monitoring Using Satellites, implemented by the National Aeronautics and Space Administration (NASA)-University of Maryland Consortium (NASA-UMD); 3) Forest Resource Management, implemented by the USFS; 4) Central African Satellite Observatory for the Congo Basin Forest, currently implemented by the Central African Forest Observatory (OSFAC); and 5) Strengthening Capacity for Regional Environmental Policy Support Activity (in development) and to be implemented by the Central African Forest Commission (COMIFAC).

## **1.2 CARPE Rationale**

Central Africa contains the second largest area of contiguous moist tropical forest in the world. More than 60 million people live in the region, and these people depend on their rich forests and other biotic resources for their livelihoods and economic development. These forests form the catchment basin of the Congo River, a watershed of local, regional and global significance. The forest provides valuable ecological services by controlling and buffering climate at a regional scale and by absorbing and storing excess carbon dioxide released from the burning of fossil fuels, thereby helping to slow the rate of global climate warming.

In the national interest of the United States Government to support the rational and sustainable development of this region, and at the same time address global environmental concerns. In support of the broad goals and interests of the U.S. Government, CARPE's Development Objective contributes to economic development and the alleviation of poverty throughout Central Africa. The program, therefore, benefits not only the people and countries of the region,

but also U.S. citizens and the global community as well. It does so by helping to conserve the forests and other biological resources that are essential for economic development in the region. It will also contribute to slowing global climate change and conserving the species and genetic resources of the Congo Basin.

The Development Objective of CARPE is to reduce the rate of forest degradation and loss of biodiversity through increased local, national, and regional natural resource management capacity. The Results Framework and the more detailed Performance Management Plan (PMP) provides an umbrella for many of the activities the U.S. is undertaking in support of the Congo Basin Forest Partnership (CBFP). The CBFP is an international, voluntary partnership among governments, NGOs, research organizations and private sector representative associations, the creation of which was announced at the 2002 World Summit on Sustainable Development (WSSD). The U.S. Government's (USG) goal for the Partnership is to promote economic development, poverty alleviation, improved governance, and natural resources conservation through financial and technical support for a network of national parks and protected areas, well-managed forestry concessions, and assistance to communities who depend upon the conservation of the outstanding forest and wildlife resources of eleven key landscapes in six Central African countries. The objectives of the CBFP overlap in significant measure with those of CARPE but CBFP and CARPE differ with respect to scope of activity and entities participating. The CBFP includes partners other than CARPE partners and its activities cover all of the countries of Congo Basin.

The CARPE Team is located in USAID/DRC in Kinshasa under the leadership of an Office Director, assisted by a core team of professional and support personnel. The core CARPE Team key personnel have authority to carry out inherently governmental functions on behalf of USAID and manage the program under the general supervision and oversight of the USAID/DRC Mission Director. In addition, an expanded team, consisting of both USG and NGO partners, meets periodically in Washington to exchange views and coordinate their activities under CARPE. As USAID is legally responsible and accountable for program funds, USAID procurement procedures govern CARPE implementation and provide a number of mechanisms for other USG agencies to participate. All agencies must meet procurement integrity responsibilities.

### **1.3 CARPE Management at USAID/DRC and relationship with USAID/Washington**

The CARPE team based in USAID/DRC is comprised of: Office Director, Team Manager, Environmental Program Management Specialist, Global Climate Change Specialist and a Natural Resources Management Specialist. The CARPE team is supported by two senior level Program Management Specialists and an Administrative Assistant. The U.S. Direct Hire Foreign Service Officer position, CARPE Office Director, is currently vacant. USAID/DRC is seeking applications to fill the Office Director position and the anticipated arrival date for this position is in 2016 depending upon the availability of qualified personnel.

At the USAID/Washington-level CARPE is supported by a Desk Officer based in the Africa Bureau Office of Sustainable Development (AFR/SD) who ensures liaison, coordination and program support.

CARPE's Office Director and Team Manager maintain frequent contact with the Desk Officer to share and exchange information and ensure clearance of program documents. Programmatically, USAID Bureau for Economic Growth, Education, and Environment (E3) supports CARPE in the annual budget processes at the Congressional-level and provides field support through its Forestry and Biodiversity (FAB) and Global Climate Change/Sustainable Landscapes (GCC/SL) programs.

CARPE coordinates its programs closely with other USG agencies that fund biodiversity, wildlife conservation, combating wildlife trafficking, climate change mitigation and environmental programs in the region: U.S. Fish and Wildlife Service (USFWS); Department of State (DoS)/ Oceans, Environment and Science Office (OES), Congo Basin Forest Partnership (CBFP) Facilitation Office (DoS), and other offices of USAID/Washington (USAID/E3 Bureau and AFR/SD).

CARPE is a distinct portfolio under USAID's Central African Regional Operating Unit (CAROU) which is comprised of various regional programs and activities managed by USAID/DRC under the overall guidance of the USAID/DRC Mission Director.

## **II. POSITION DESCRIPTION**

### **A. Basic Function of the CARPE Team Manager**

The CARPE Team Manager is the day-to-day manager of the CARPE team. S/he reports to the CARPE Office Director. In the absence of an Office Director, the Team Manager will assume the role of Office Director and will report directly to the Deputy Mission Director in charge of CAROU programs. The Team Manager has wide-ranging management authority and discretion and plays the key and pivotal role in leading a highly specialized team, providing overall program management leadership, planning support, responsibility for achieving specified results, monitoring the performance of the CARPE partners and the program overall, and coordination of implementing partners and donors. S/He is expected to exercise considerable independent judgment and initiative in executing all duties and responsibilities, and work with minimal direct supervision. His/Her general responsibilities will consist of the following:

- Direct the CARPE Team in the management and oversight of the implementation of the entire CARPE program and all its activities.
- Serve as Agreement Officer's Representative (AOR) and/or Contract Officer's Representative (COR) for certain CARPE contracts, grants and agreements. S/He will also be involved in the planning and administration of USG interagency agreements.
- Directly supervise, evaluate, manage and mentor all Team members.
- Coordinate and provide liaison and technical guidance on the development and implementation of the CARPE program with implementing partners, host country counterparts, and other donors specifically on the subjects of Global Climate Change/Sustainable Landscape (GCC/SL), forest conservation, biodiversity conservation, combating wildlife trafficking and related technical subject matter.

- Coordinate all activities with the USAID/DRC Mission Director, other CAROU programs, US ambassadors and embassies of the region and Washington stakeholders.
- Manage the CARPE budget, including allocation of budgetary resources to all implementing activities, plan all procurement actions and coordinate all regular reporting to Washington.
- Maintain frequent contact and coordinate actions with the USAID Africa Bureau and the Bureau for Economic Growth, Education, and Environment (E3).
- Maintain frequent contact and coordinate actions with the State Department Africa Bureau and the Bureau of Oceans, Environment and Science.
- Responsible for CARPE's contribution to CAROU's annual Operational Plan (OP), Performance Plan and Report (PPR) report, Congressional Notifications (CN), Mission Resource Requests (MRR), quarterly financial reports and related CARPE reporting.

## **B. Specific Responsibilities**

1. Lead, delegate and provide management oversight and supervision for the entire CARPE program and all its activities:
  - a. Supervise and provide technical and managerial guidance to other team members on technical subject matter and on all aspects of USAID requirements, responsibilities and procedures.
  - b. Provide leadership and direction for the CARPE team in program planning, designing and budgeting for the program.
  - c. Prepare and/or oversee the preparation of key program documents, such as: Obligation and earmarking documents, Congressional Budget Justifications, Annual Portfolio Review reports, Operational Plans, Annual Performance Reports, quarterly and annual financial reviews, policy papers, new activity solicitation documents and financial tracking systems.
  - d. Lead the design and implementation of special studies and/or initiatives to further the objectives of CARPE in the technical subjects of forestry, biodiversity conservation, combating wildlife trafficking and GCC/SL.
  
2. Serve as COR/AOR for acquisition and assistance awards under CARPE. In this capacity, the incumbent will:
  - a. Work with the support offices within USAID/DRC (Resident Legal Advisor, Acquisition and Assistance Office, Office of Financial Management, and Program Office), and with USAID/Washington to coordinate and manage CARPE activities in each participating country and targeted landscape;
  - b. Oversee the work of contractors, grantees and recipients to ensure the achievement of the objectives set forth in the statements of work or the program descriptions of the awards and to verify that the USAID-funded activities conform to the terms and conditions of the award.

3. Act as Senior Resident Expert Advisor on technical and policy matters pertaining to the CARPE:
  - a. Advise the core management team, the expanded team, USAID Missions, contractors, implementing grantees/recipients, host country governments, US embassies and other partners involved in CARPE on technical issues pertaining to biodiversity, forest conservation, GCC/SL and related matters.
  - b. Advise the core CARPE team, the expanded CAROU team and concerned USAID Missions and the US embassies of the CBF countries and CARPE countries on policy matters, including strategies to assist and encourage participation of the local communities in CARPE programs, priorities and policies.
  - c. Serve as liaison and represent the core team on technical and policy matters, as appropriate, to the host country counterpart agencies, implementing partners, and other international organizations; facilitate exchange of information and coordination of activities.
  - d. Take the lead role in assessing the breadth, depth, and appropriateness of CARPE activities, and the programs of various donors in addressing the identified environmental problems such as deforestation in target zones.
  - e. Interpret/analyze the social, economic, political and institutional issues that affect the achievement of CARPE objectives and keep abreast of developments in the international negotiations and discussions and apply the results to the design and implementation of new activities or to the modification of existing activities.
  - f. Provide technical advice and support for the CARPE in-house team, CARPE beneficiaries and implementing partners through training and capacity building.
  - g. Act as liaison with USAID/Washington and State Department on technical, policy and programmatic issues and identify opportunities for collaboration with USAID/Washington programs.
  - h. Ensure adequate dissemination of CARPE results to partners, stakeholders, and beneficiaries through organizing and making presentations at workshops, symposia, conferences, publications, as well as other means.
  - i. Keep abreast of, and disseminate to interested stakeholders and implementing partners as appropriate, new developments or sources of worldwide information in key CARPE technical areas.
  
4. Monitor compliance of CARPE activities with USG environmental regulations:
  - a. Work with CARPE colleagues, Mission Environmental Officer and Regional Environmental Officer to ensure compliance of all CARPE activities with USG environmental regulations, in particular Regulation 216, by conducting periodic field monitoring of activities' compliance with approved Initial Environmental Examinations (IEEs) and environmental assessments (EAs) and recommending modifications to the IEEs or EAs as appropriate.
  - b. Identify opportunities for training, as needed, for team members and implementing partners (both U.S. and host country nationals) for preparation of environmental scoping statements, activity IEEs, environmental impact monitoring and mitigation plans, environmental assessments.

## C. Position Elements

### Relationships and Responsibilities

**Supervision Exercised:** The incumbent provides supervision, evaluation and management of the entire CARPE Team, including at present: Environmental Program Management Specialist, Global Climate Change Specialist and a Natural Resources Management Specialist. The CARPE team is supported by two senior level Program Management Specialists and an Administrative Assistant.

**Supervision Received:** The incumbent will report directly to the CARPE Office Director. In the absence of a CARPE Office Director, the incumbent will report directly to the Deputy Mission Director in charge of CAROU programs. The incumbent will work as a full member of CARPE's core team. Annual evaluations of work performance will be prepared by the incumbent's supervisor based on 360 input from the core team members, partners and customers.

**Employee Guidelines:** The individual will be expected to be an expert in his/her field, and be able to independently obtain USAID policy guidance and USG/USAID acquisition and assistance regulations as necessary to perform his/her duties.

**Exercise of Judgment:** The incumbent will function at the Executive Level, and in that capacity will handle all work independently, according to policies, previous training, accepted practices, and programmatic guidance. He/She must be able to set priorities and initiate and complete tasks in a timely manner and with minimal supervision. The incumbent will make program decisions based on expert knowledge and judgment. He/She must demonstrate sound judgment and executive authority in determining the application of current legislative provisions and policy determinations to assigned responsibilities.

**Nature, Level, and Purpose of Contacts:** The incumbent will work at the executive level, with frequent contact with US ambassadors, mission directors and government ministers across the Central Africa region. He/She will advise US ambassadors, Deputy Chiefs of Missions on programmatic and technical subject matter relevant to CARPE, and will strive to keep embassies fully informed of the work of CARPE in the pertinent countries. The incumbent also will have contacts with USAID's Missions/Offices in the region and other members of appropriate operating units and support offices as needed. The incumbent will develop working contacts with USAID/Washington technical offices, State Department Officials in Washington Headquarters, particularly State/OES, State/AF, the Special Climate Change Envoy's Office, regional US Embassy staff, host countries' counterpart ministries to the level of Minister, and other USG agencies at post, PVO and NGO partners, other donors and international organizations, and community-based organizations and customers.

## III. Qualifications

### Minimum Qualifications

A comprehensive range of broad experience and formal education are required, including:

### **Required Education**

A postgraduate degree in environmental science with specialty in international conservation, conservation biology, forest management, sustainable ecological systems or equivalent is required. A PhD degree in a one of the disciplines listed is preferred.

### **Required Experience**

- A minimum of 15 years of executive experience in managing USG-funded development programs related to natural resources preferred. Experience managing non USG-funded development programs or similar programs with complex management, performance monitoring, budgeting requirements is also acceptable.
- At least 20 years of progressive levels of authority and responsibility managing programs, resources and personnel in overseas, in developing country settings, with at least five years of work experience in Francophone Africa.
- At least five years of which are executive experience managing projects and programs based in developing countries, with experience in Africa preferred.
- At least eight years of which are documented personnel supervisory experience.

### **Required Knowledge, Skills and Aptitudes**

- Excellent oral and written communication skills demonstrated by public speaking and scientific publications or similar complex written expression.
- At least a Foreign Service Institute or equivalent French language rating of 3 speaking and 3 reading.
- Fluency in spoken and written English.
- Demonstrated ability to live and work effectively in cross-cultural settings at many levels.
- Ability to interact with high-level officials and community members alike.
- Demonstrated keen interest in tropical forest and biodiversity conservation, global climate change science as it is related to sustainable forest landscapes land use management subjects and issues.
- Administrative and management skills commensurate to manage complex monitoring, evaluation and project implementation activities in multiple countries under difficult and adverse conditions.

### **Desired Qualifications**

- USAID Program management experience.
- Certified USAID AOR/COR.
- Capability in a variety of USAID planning, reporting and management procedures and systems, such as Operational Plan, Performance Plan and Report, USAID Financial Management, and the procurement system.

- Demonstrated experience and knowledge of biodiversity conservation and/or climate change policy and the international frameworks that support biodiversity and climate change programming.
- Work experience in Central Africa.
- Ability and willingness to undertake frequent work-related regional travel under difficult and harsh conditions.

**Other Factors**

- Current USG security clearance or ability to receive such a clearance.
- Existing U.S. State Department medical clearance or ability to obtain a medical clearance for service in the DRC.

**Duration of the Position**

The position is valid for a period of two years, renewable for up to a total of five years at the option of USAID, depending on availability of funds and continuing need.

**IV. Selection Criteria**

**Points**

***Education***

**15**

- Graduate degree in an environmental science or related field (10 points); a Ph. D. degree in a one of the disciplines listed is preferred (5 points).

***Experience***

**35**

- A minimum of 20 years of experience with progressive levels of authority and responsibility managing programs, resources and personnel in overseas, in developing country settings (10), with at least five years of work experience in Francophone Africa (5).
- A minimum of 15 years of executive experience in managing USG-funded development programs related to natural resources preferred. Executive experience managing non USG-funded development programs or similar programs with complex management, performance monitoring, budgeting requirements is acceptable (20).
  - At least five years of which must be executive experience managing projects and programs based in developing countries, with experience in Africa preferred
  - At least eight years for which the candidate has documented personnel supervisory experience

***Skills***

**50**

- Demonstrated experience in drafting USAID Program Documents – CBJ, CN, OP, Requests for Applications, Scopes of Work, etc. (10)
- Demonstrated ability in managing a complex portfolio of projects/activities (Grants and Contracts) and managing multiple implementing partners (7)

- Demonstrated capability in managing complex biodiversity conservation, climate change or other environmental programs (6)
- At least a Foreign Service Institute or equivalent French language rating of 3 speaking and 3 reading (10)
- Evidence of strong communication skills, particularly writing and speaking skills, in the English language (10)
- Demonstrated ability to live and work effectively in cross-cultural settings evidenced by work experience in several countries, team work and inter-personal skills and ability to interact with high-level officials and other stakeholders (verifiable by information from reference checks) (7)

## **V. Medical and Security Clearance**

The selected applicant must be able to obtain a USG Secret Level security clearance within a reasonable time-not to exceed three months; and a Department of State Class I Medical Clearance. TCNs must obtain an Employment Certification by the RSO, U.S. Embassy, Kinshasa. The selected applicant must obtain these clearances prior to receiving a contract. All accompanying dependents must also obtain Medical Clearances prior to departure for post. If the contractor fails to receive a secret clearance, the applicant will not receive a contract.

## **VI. Terms of Appointment**

This will be a two-year contract, with 3 one-year options to extend up to a maximum of 5 years, depending on the continued need of the services, the availability of funding and demonstrated performance.

## **VII. Compensation**

This position has been classified at a market value equivalent to the GS-15 level. The actual salary of the successful candidate will be negotiated within that range depending on the qualifications and previous earnings history.

USAID/DRC is a post with a 30% Post differential and currently has a class 50% COLA.

## **VIII. Logistical Support**

USAID/DRC shall provide office space, and telephone/fax/e-mail (for communication with USAID officials and others in support of program objectives) as well as travel, lodging, and transportation for official purposes.

## **IX. FEDERAL TAXES**

USPSCs are not exempt from payment of any Federal Income taxes under the foreign earned income exclusion. USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

## **X. BENEFITS AND ALLOWANCES**

As a matter of policy however, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

### **BENEFITS**

- (1) Employer's FICA and Medicare Contribution\*
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Annual & Sick Leave
- (6) Shipment and storage of household effects [limited shipment authorized at present]
- (7) Access to Embassy medical facilities, and pouch mail service

\* Note: The Contractor's salary will be subject to employee's FICA and Medicare contribution.

**ALLOWANCES** [if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below]

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Educational Allowance (Section 270)
- (7) Educational Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)
- (10) Danger Pay (Section 650)

## **XI. LIST OF REQUIRED FORMS FOR PSCs**

Forms 1 through 4 outlined below can be found at <http://www.usaid.gov/business/business-opportunities/psc-solicitation.html>

1. Application for Federal Employment (SF-171) or Optional Application for Federal Employment (OF612)
2. Contractor Physical Examination (DS-1843 and DS-1622) \*\*
3. Questionnaire for National Security Positions (SF-86) \*\*, or
4. Questionnaire for Non-Sensitive Positions (SF-85) \*\*
5. Finger Print Card (FD-258) (available from the requirement office) \*\*

Note:

\*\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

## **22. INSTRUCTIONS TO APPLICANTS**

Qualified individuals are requested to submit a cover letter, an Application for Federal Employment (SF-171) or U.S. Government Optional Form 612, and a resume. The application documents must contain the following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- 3) Work Experience: provide the following information for your paid and non paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- 4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- 5) Applicants are required to provide three references with complete contact information including email address and telephone numbers.

Interested candidates should send above via email to: [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) with a copy to Sandra Kiyanga ([skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)) and Matthew Corbin ([mcorbin@usaid.gov](mailto:mcorbin@usaid.gov)). To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Applications must be received by the closing date and time specified in the cover letter.

## **XII. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website [http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which AAPDs and CIBs apply to this solicitation.