SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor

Dear Prospective Offerors/Applicants:

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 a contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal services 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 information.

Sincerely,

Reid H. Ahl, CM
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 02/2018

2. ISSUANCE DATE: May 07, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 25, 2018/12:00 p.m. noon African Central Time

4. POSITION TITLE: Program Budget Specialist

5. MARKET VALUE: 38,447,219 to 62,760,027 Rwandan Francs equivalent to FSN-12 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies in Rwanda. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.

7. PLACE OF PERFORMANCE: Kigali, Rwanda with possible travel as stated in the Statement of Duties.


9. STATEMENT OF DUTIES

   Basic Functions of Position

This position is located in the Program Office, USAID/Rwanda, Kigali. The incumbent serves as the Budget and Government Cooperation Specialist and is responsible for developing and managing the Mission program budget and advising senior managers and staff on all aspects of program budget planning, implementation, and tracking. S/he serves as the Mission’s primary point of contact with the Government of Rwanda (GoR) for negotiating, managing, and monitoring Development Objective (DO) agreements, including the negotiation of required host country contribution amounts. S/he also serves as a Mission expert on donor coordination, supporting the Mission Director on engagement in the Development Partners Coordination Group. S/he liaises with the GoR and other donors to ensure that Foreign Assistance programming is consistent with USG and host country priorities.

Major Duties and Responsibilities

Budget Document Development: 40%
Under the Program Office Director’s general direction and in collaboration with the Deputy Program Officer, serves as the principal liaison between the Mission and USAID/Washington on all matters relating to program budget. In this capacity and in collaboration with the Office of Financial Management staff and Technical Offices (TO), prepares and tracks overall Mission program budgets utilizing FACTS Info, the Field Support Database, OPS Master, and any other approved Budget Management Tools. Independently drafts all budgetary documentation in the USAID program cycle including budget planning documents, the Congressional Budget Justification (CBJ), Operating Year Budget (OYB) matrix, Country Narratives, Operational Plan, and mortgage and pipeline analyses in compliance with Agency Forward Funding guidelines. Coordinates the development of Quarterly Financial Review (QFR) materials and facilitates QFR meetings. Drafts, facilitates clearance, and recommends amendments to USAID/Rwanda Development Objective Grant Agreements (DOAGs). Advises the Program Office Director on the most appropriate means of reprogramming funds to achieve greater development impact within the Mission; ensures that all reprogramming actions comply with Agency guidance and regulations. Provides technical expertise and mentoring to the USAID/Burundi Budget Specialist to support the completion of all program budget responsibilities for USAID/Burundi.

Program Office Liaison with Senior Officials: 20%

Acts as the main communication link between USAID and the GOR’s highest levels regarding negotiation and execution of DOAGs and their Amendments. Within that framework, s/he serves as the principal contact with the Ministry of Finance and Economic Planning (MINECOFIN) on matters related to planning and budget, including GoR national development strategies. Serves as a member of ad-hoc and continuing working groups to develop mechanisms for institutionalizing systems and procedures. Serves as Mission expert on host country contributions (HCC), leading the drafting of Mission procedures and policies to identify HCC applicability and amounts and obtaining agreement with the GOR on the amount of HCC contributions. Facilitates coordination with Mission technical offices on HCC procedures. Represents the Mission, at times, in meetings with GoR officials at high levels and supports the Mission Director in engaging with MINECOFIN. Monitors compliance with agreed commitments, drafting related letters for Mission Director’s signature. Participates in negotiations with senior USAID and director-level personnel in GoR Ministries to obtain agreement on Development Objective or DO achievement, budget levels, HCC, and changes requested by the two parties to ensure that new activities will be properly implemented. Leads the completion of USAID financial and performance reporting to MINECOFIN for both ongoing GOR systems (the Development Assistance Database) as well as ad hoc reporting agreed to by USAID and MINECOFIN. Meets and briefs senior USG official visitors and accompanies them in their various meetings with GoR senior officials as escort and interpreter. These efforts are all geared to furtherance of jointly-agreed objectives between the GoR and USAID.
Analysis and Strategic Information: 15%

Leads the Program Office’s engagement in donor coordination, including providing technical support for the Mission Director in engaging with the Development Partners Coordination Group (DPCG). Independently, analyzes and interprets the policies, laws and programs of the GoR, including the economic, social and justice sectors, particularly as they relate to the achievement of USAID/Rwanda’s approved DOs. Advises the Mission Director and other USAID staff on GoR policies and programs. Updates the Mission Director, the Program Office, and technical offices on the development and/or evolution of multilateral organizations (e.g. World Bank, IMF, etc.) in Rwanda in relationship to the Mission’s and GOR’s strategic programming and budgeting. Explains USAID strategy and policies to senior GoR officials and other Mission’s partners, including program priorities and elements

PRO Liaison with Technical Offices: 15%

Carries out senior liaison duties with the Technical Offices (TO) as directed by the Program Office Director. Participates in TO meetings within USAID as senior advisor on policy, strategy, budget, and all program-related matters. Serves as resource person to assist TO offices in preparation of program documents such as DOAGs, and amendments, Implementation Letters, Reprogramming Memos, and official correspondence on policy issues. Builds capacity among USAID staff on budget-related issues including OPS Master or any other approved Budget Management Tool, budget planning, and budget execution. Supports development and review of key program cycle tasks, including the preparation of the Operational Plan, Performance Plan and Report, and implementation of Portfolio Reviews.

Budget Data Management: 10%

Serves as the Mission’s primary point of contact for OPS Master (or another budget management tool), a data management tool that tracks all USAID planned programming and expenditures within the Mission. Utilizes OPS Master to prepare for QFRs, respond to senior staff inquiries, and analyze pipeline issues. Manages OPS Master database, ensuring that discrepancies are resolved, standardized queries are accurate, and data is updated on a monthly basis. Provides technical expertise and mentoring to the USAID/Burundi Budget Specialist to support the completion of all budget data management responsibilities for USAID/Burundi.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:
“Cooperating country” means the country in which the employing USAID Mission is located.
“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.

NOTE: All applicants must reside in Rwanda and have the required work and/or residency permits to be eligible for consideration.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Human Resource Office, e-mail kigalihr@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

a. Education: A bachelor’s degree in business administration/management, accounting, finance, or other closely related field.

b. Prior Work Experience: Seven years of progressively responsible professional experience in accounting, financial analysis, financial management, or budget planning and management is required. Six years of experience in development or relief work, ideally with an international development partner, international NGO, or other international organization in Rwanda or with the GoR in project or activity design and program planning, budgeting, and management.

c. Post Entry Training: Relevant USAID courses in managing development activities (Introduction to the Program Cycle; Project and Activity Design and Implementation; OPS Master; GLAAS, PHOENIX accounting system overview, and the Agency’s core values (managing for results, customer focus, teamwork & participation, honoring diversity, empowerment & accountability) will be required and pursued.

d. Language Proficiency: Level IV (fluent) ability is required in both written and spoken English and Kinyarwanda. English proficiency will be tested.

e. Job Knowledge: Familiar with political and administrative structure of the GoR: GoR laws, policies and procedures; financial institutions and systems; societal values; the economic and fiscal structure and dynamics of Rwanda; and Rwandan and American social and cultural values. A sound theoretical knowledge of political and economic development issues. Demonstrated capacity to quickly learn USAID policies, goals, and budget procedures. Must have a sophisticated knowledge of Microsoft Excel.

f. Skills and Abilities: Must have the ability to identify actions required by both the GoR and the Mission in order to move toward implementation of the policies which have been jointly identified as critical to the host country. Must be able to
develop and maintain an extensive network of contacts at high levels of the GoR, donor organizations, and the private sector. Must be able to inspire their confidence and trust and to accurately judge the limits – social, political and economic – to the conditions being negotiated between USAID and the GoR. The position also requires strong management and communication skills. Must have demonstrable tact and extreme discretion so as to enjoy the full confidence of the Mission Director, the U.S. Ambassador, and the GoR, ensuring that reports, analyses, advice, and recommendations rendered are both objective and accurate. Must have the ability to learn how to utilize USAID’s budget tools – the Phoenix accounting system and OPS Master - and be able to handle multiple, competing tasks and deadlines simultaneously.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors will be the basis for evaluating and ranking applicants for consideration. Applicants will be scored based on the documentation provided with the application. Only the highest-ranked applicants will be interviewed.

1. ELIGIBILITY

The basic eligibility requirements for this position are:
- Authorized to work in Rwanda;
- Complete application submitted as outlined in the section IV;
- Eligible to attain clearance for Facility Access;
- Cleared medically to work at USAID/Rwanda;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested.

2. PROCESS AND EVALUATION VACTOR VALUES

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review and score the applications based on the evaluation factors. Qualified applicants selected by the TEC will be invited to take an English Proficiency Test and Skills Test. Those who meet the Level IV English requirement and perform satisfactorily on the writing skills test will be invited for interview.

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<tr>
<th>English Proficiency Test</th>
<th>Pass/Fail (Level IV)</th>
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<td>Application:</td>
<td>25 Points</td>
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Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work. The application review will be weighted as follows: Education - 10%, Language Skills – 20%, Experience, Job Knowledge and Skills – 70%.
Skills Test: 25 Points
A written exam will revolve around the candidate’s ability to utilize Microsoft Excel and write clearly in English.

Interview: 50 Points
Interview questions will revolve around the candidate’s propensity to:
• Utilize budget tools to manage the budget for an organization
• Provide informed budget analysis and guidance to staff and leadership
• Liaise and coordinate with Government of Rwanda (GoR) and USAID staff
• Demonstrate an understanding of the political and administrative structure of the GoR: GoR laws, policies and procedures; financial institutions and systems; societal values; the economic and fiscal structure and dynamics of Rwanda; and Rwandan and American social and cultural values
• Handle multiple, competing tasks simultaneously

Total: 100 Points

References PASS / FAIL
References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities.

IV. PRESENTING AN OFFER (APPLYING)
A complete application package for this position will include:

1. Cover letter no longer than one page in length;
2. Application for US Federal Employment, form DS-174 (available on-line);
3. Current resume or curriculum vitae.

Offers must be received by the closing date and time specified in Section 1, item 3, and submitted to the Point of Contact in Section 1, item 12. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation/Vacancy Announcement number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES
Once the Contracting Officer informs the successful Offeror about being selected for a contract award, instructions will be provided regarding how to complete and submit the following forms.
1.  *Pre-employment Medical Examination*
2.  *Form for Non-Sensitive Positions*

**VI.  BENEFITS/ALLOWANCES**

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

1.  **BENEFITS** (in accordance with the Rwanda Local Compensation Plan):

   a.  Health Insurance
   b.  Social Security insurance
   c.  Annual and Sick leave
   d.  Annual Bonus
   e.  Maternity Leave

2.  **ALLOWANCES** (in accordance with the Rwanda Local Compensation Plan):

   a.  Meal/Beverage Allowance
   b.  Miscellaneous Allowance
   c.  Housing Allowance
   d.  Transport Allowance
   e.  Family Allowance

**VII.  TAXES**

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

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

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


   See: AAPD 16-05, AAPD 16-03, AAPD 15-02, AAPD 10-03, AAPD 10-01, AAPD 06-10, AAPD 06-08, CIB 99-15

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