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,

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

1. SOLICITATION NO.: 72069619R100004

2. ISSUANCE DATE: May 24, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 07, 2019/12:00 p.m. noon African Central Time

4. POSITION TITLE: Financial Analyst

5. MARKET VALUE: 30,547,295 to 49,610,495 Rwandan Francs equivalent to FSN-11 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 outlined in the Statement of Duties.


9. STATEMENT OF DUTIES

Basic Functions of Position

This USAID/Rwanda FSN position is located in the Office of Financial Management Office (OFM) and reports directly to OFM’s Supervisory Financial Analyst. The OFM provides the full range of financial management services normally required by USAID missions overseas. Specifically, the OFM supports Rwanda and the limited presence country of Burundi, with a combined Operating Yearly Budget (OYB) that exceeded $170 million in FY18. OFM is also charged with the management and execution of operational resources, which in FY18 amounted to $5 million.

The Financial Analyst (FA) serves as a full member of various technical teams designing and implementing large and complex development assistance programs in Rwanda and Burundi. The FA serves as the OFM designated financial management expert providing analysis and advise on: 1) the intricate financial aspects of developing, evaluating and implementing projects in Rwanda and Burundi; 2) the various aspects of the internal financial management operations required by a multifaceted and large development portfolio, including adequacy of financial analysis, accounting and audit coverage and implementation/resolution of audit recommendations.
Major Duties and Responsibilities

Implementation Analysis: 70%

- As the OFM designated financial management expert, the FA serves on several technical teams supporting the USAID development portfolios being implemented in Rwanda and Burundi. On each technical team, the FA serves as a full member, representing the Controller, in accordance with delegated authorities, and providing the full range of financial support services, including budget and financial advice on USAID procedures, regulations and methods of project implementation. As the FSN financial management expert, the FA advises on development, implementation and evaluation of USAID financed projects and the various aspects of the internal operations required to manage a complex and large development portfolio, including adequacy of analysis, audit coverage and implementation/ resolution of audit recommendations.

The incumbent participates in all technical team meetings and in the development and design of new country or development objective strategies, projects and activities. Conducts financial assessments and reviews of USAID partner institutions’ financial, accounting, internal control, and procurement capabilities and provides an opinion on the confidence to be placed on the grantees’ ability to adequately safeguard U.S. funds and U.S. interests. For non-government institutions, the FA performs analysis to determine that the project’s financial feasibility is demonstrable; potential financial problems are identified and addressed; funding levels are adequate and not excessive for accomplishing project results; all budgetary requirements have been identified and provided by prospective grantees; estimated budgeted costs are reasonable, methods of financing are appropriate; adequate controls for financial management have been provided for; proposals are within the capabilities of prospective grantees and, where applicable, the IP’s financial management of previous projects. Performs pre-award analysis of prospective grantees to determine the adequacy of their accounting system and internal controls, their financial status and their financial and institutional capability to implement USAID financed grants. For proposed direct funding to public sector entities (Government-to-Government – G2G) serves as a member of the Chief Financial Office (CFO) led G2G Risk Management Team when conducting Public Financial Management Risk Management Framework (PFMRAF) Stage 1 and Stage 2 reviews. Ensures that proposed implementations are consistent with identified risk levels.

- Explains financial aspects of project management to implementing partners (IPs) and advises and assists them to take the necessary measures to meet the established financial requirements. For this purpose, the FA develops materials and presents financial best practices and U.S. Government regulations to new grantees and IPs during formal and informal training situations. Provides advice and recommendations to grantees to mitigate identified internal control risks and improve operational weaknesses. Provides capacity strengthening and support to IPs, as they seek to
become efficient and self-sustainable USAID development partners. This includes working closely with the IP’s senior, financial management and administrative staff.

- Reviews and comments on financial information submitted by implementing institutions in compliance with conditions precedent or periodic reporting requirements. Monitors financial progress during the life of project to identify deficiencies, to determine if identified deficiencies have been corrected and to resolve any financial difficulties revealed by project evaluation teams, including monitoring program funded advances.

- Develops sophisticated financial and analytical reports to monitor project activity implementation and progress to facilitate decision making by senior management. Serves as a member of project evaluation teams to determine if movement of project funds matches physical progress of project.

- Drafts statements of work for financial assessments, reviews, capacity development or other services for the benefit of the either the IP partner and/or USAID. Oversees the performance of these analyses by outside consultants.

**Business Analysis:** 30%

- Leads and facilitates performance of the concurrent annual Federal Manager’s Financial Integrity Act (FMFIA) and Enterprise Risk Management (ERM) assessments in Rwanda and Burundi. In doing this, the FA must ensure full compliance with GAO Green Book, OMB Circular A-123 requirements and specific Agency guidance provided in the ERM Risk Profile Implementation Guidance, the Risk Management Discussion note and the USAID Risk Appetite Statement. In support of the FMFIA process, the FA performs testing, as necessary or requested, of the internal controls evaluated by the responsible offices. Facilitates development of Corrective Action Plans (CAPs) to resolve identified deficiencies. Incumbent also monitors and periodically reports to the Management Council on Risk and Internal Control (MCRIC) on actions taken and or identified internal control weaknesses that remain open.

- In coordination with AORs/CORs, prepares comprehensive accruals analysis for designated portfolio on a quarterly basis in accordance with Agency and Mission policy. Records accruals data in Phoenix, the Agency’s accounting system. Review documentary evidence of the accrual process submitted by COR/AORs providing auditable and verifiable support for the quarterly accrual amounts recorded in Phoenix.

- On a periodic basis, normally quarterly, leads the 1311 reviews process of all program funded obligations (excluding program funded operational support funds) to determine whether obligated funds are still required in accordance with Agency requirements to ensure continued validity of obligations and commitments.
Corresponds in writing and orally with contractors, grantees, Mission staff, USAID/W staff, and local and U.S. suppliers to make such determinations.

- Actively engage designated technical teams on all development assistance issues including design, execution and close out activities. Provides analysis and financial input to program budget development and monitors program budget execution, adequacy of funding, and preparation and submission of required reports.

- Prepares detailed pipeline analysis in accordance with agency and Mission policy on a quarterly basis or when requested to enable critical analytic evaluation of funding requirements. Closely coordinates with AORs/CORs, IPs, and the Program and Policy Office.

- Review Development Objective Agreements (DOAGs), grants, implementation letters and other project implementation documents for internal consistency with general design, adequate coverage of financial and accounting concerns, and conforming to agency and mission policies and regulations, including financing methods and budgeting. Reviews the designated technical program funded documents entered in GLAAS and ensures that funding data is accurate and that all pre-obligation requirements are met as per Agency guidelines and regulations.

- Supports the Controller, the Mission designated Audit Management Officer (AMO), by developing, implementing and maintaining the Recipient Contracted Audit Program (RCAP). Identifies and manages the related audit inventory and RCAP audit plan. Presents audit issues during periodic MCRIC member meetings and leads the formulation of solutions to address open audit recommendations. Serves as liaison with the Regional Office of the Inspector General (RIG) to track and ensure prompt resolution of any findings and recommendations.

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 kiglihr@usaid.gov.
II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

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

a. **Education:** Completion of a four-year university degree (Bachelor’s) in Accounting, Finance, or Business Administration is required.

b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional experience in financial analysis, budgeting, auditing, and/or accounting required.

c. **Post Entry Training:** Classroom and self-study in appropriations law, U.S. Government accounting and Financial Analysis, USAID financial systems, processes and regulations; USAID project design; and audit operations.

d. **Language Proficiency** Fluent English ability (Level IV -Reading, Writing, and Speaking) required. Level IV Kinyarwanda is also required.

e. **Job Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as of the principles and accepted practices of international non-governmental business institutions with regard to financing, accounting, budgeting and reporting is required. Knowledge of laws, regulations and procedures governing USAID financial management as well as knowledge of how USAID projects are designed, developed, implemented and evaluated is desirable

**Skills and Abilities:** Must have the ability to detect the financial strengths and weaknesses of proposed and/or on-going projects. The candidate is required to have excellent analytical skills to assess the reliability and value of data which is obtained; ability to determine the financial strengths and weaknesses of implementing organization and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and controls. The candidate is also required to have excellent interpersonal and oral and written communication skills to communicate clearly and effectively with external and internal clients at all management/financial levels. Must be able to develop and maintain contacts with high-level officials of host country institutions selected to implement projects. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Must have the ability to conduct sound analytical, evaluative and complex financial reviews and evaluations of (1) activity project proposals in order to determine the soundness and effectiveness of financial arrangements; and (2) financial and management operations including market surveys, procurement practices, etc. Excellent computer skills and knowledge of software packages (i.e. Microsoft Office Suite) are required. Ability to work under high pressure and conflicting/emergency work demands is highly desirable. Moreover, Creativity to proactively develop solutions to issues and in a constantly changing working environment is a must.
The Evaluation Factors will be the basis for evaluating and ranking applicants who are eligible for consideration and meet the minimum qualifications. Eligible applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be short-listed applicants and invited to take an English proficiency test. Only the highest-ranked applicants will be interviewed.

1. BASIC 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 security 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. SELECTION PROCESS AND EVALUATION FACTORS

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. Candidates who meet the minimum requirements will be invited to take the English Proficiency Test. Applications of those who meet the Level IV English proficiency requirements will be forwarded to the TEC for review. The TEC will review and score the applications based on the evaluation factors. The best qualified applicants selected by the TEC will be invited to take Skills Test (written exam). The written exam will be evaluated on Pass/Fail basis. Candidates who pass the written exam will be invited for interview.

<table>
<thead>
<tr>
<th>English Proficiency Test (EPT)</th>
<th>Pass/Fail (Level IV)</th>
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<tr>
<td>Skills Test:</td>
<td>Pass/Fail</td>
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<td>A written exam will test the candidate’s ability to utilize Microsoft Excel for financial analysis and his/her sound knowledge of financial management theories and practices.</td>
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<tr>
<td>Interview:</td>
<td>100 Points</td>
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<tr>
<td>Interview questions will revolve around the candidate’s communication, interpersonal and teamwork skills as well as his/her understanding of accounting and finance.</td>
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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. USAID/Rwanda reserves the right to seek references from anyone who may be able to provide information about a candidate; reference checks are not limited to the
names provided. A preponderance of negative references will likely disqualify a candidate from consideration.

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 that includes at least three references;
4. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 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 CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the U.S. Embassy Kigali 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 U.S. Embassy Kigali 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 18-05, AAPD 16-03, AAPD 06-08, AAPD 03-11

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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)