USAID | DEMOCRATIC REPUBLIC OF CONGO

SOLICITATION NUMBER:	**SOL-660-15-000009**
ISSUANCE DATE:	**October 15, 2015**
CLOSING DATE:	**November 6, 2015 – 17:00 Kinshasa, DRC Time**
SUBJECT:	**Solicitation for Third Country National/US Personal Service Contractor - Senior Acquisition and Assistance Specialist**

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development/Democratic Republic of the Congo (USAID/DRC), is seeking applications from qualified individuals interested in providing Third Country National (TCN) or United States Personal Service Contractor (US PSC) 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 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.

Form OF-612 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 with a copy to Sandra Kiyanga (skiyanga@usaid.gov) and Matthew Corbin (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

TCNPSC/USPSC Solicitation

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

SOLICITATION NO.:	**SOL-660-15-000009**
ISSUANCE DATE:	**October 15, 2015**
CLOSING DATE/TIME:	**November 6, 2015 – 17:00 Kinshasa, DRC Time**
POSITION TITLE:	**Senior Acquisition and Assistance Specialist**
MARKET VALUE:	**GS-14 ($86,399 to $112,319)**
PERIOD OF PERFORMANCE:	**Initially two years with possibility for extension**
PLACE OF PERFORMANCE:	**Position is based at the USAID office in Kinshasa, DRC.**
SECURITY ACCESS:	**Facilities Access (TCNPSC) or Secret (USPSC)**
AREA OF CONSIDERATION:	**Third Country National (TCN) or United States (US) Personal Services Contractor (PSC)**

POSITION DESCRIPTION/BACKGROUND:

BASIC FUNCTION:

This position is located in the Office of Acquisition and Assistance (OAA) at USAID/Democratic Republic of the Congo (DRC). The position's primary purpose is to execute acquisition and assistance actions in support of critical USAID programs in DRC.

The responsibilities of the incumbent include providing support on all aspects of contract management relating to and affecting USAID assistance programs in DRC. This includes providing policy guidance, project planning, project design, and implementation and the evaluation of on-going programs.

He/she is responsible for planning, developing, carrying out, managing, and advising on all aspects of procurement and contract management relating to and affecting USAID/DRC assistance programs, policy and project planning, design, implementation, and evaluation. He/she will participate in projects, mission policy formulation, and project design. He/she will develop and execute plans for the procurement of and provide contract management support to achieve program objectives.

This includes training and mentoring of local A&A specialists, AORs/CORS, first tour/entry-level Foreign Service Officers, other staff within USAID/DRC/OAA and the larger mission. The incumbent will demonstrate expertise on training/mentoring the full-range of acquisition and assistance functions.

In addition to training staff, the incumbent will also play a lead role in conducting new recipient training, especially in adherence to USAID audit requirements. The incumbent will also be expected to participate as an OAA expert on financial review teams and conduct on-site training and oversight through field visits to recipient locations throughout DRC.

Given the sensitivity, scope, and purpose of the role and position of the Senior Acquisition and Assistance Specialist and the critical nature and complexity of the Mission programs that are being implemented in a very fluid political environment, it is essential that the incumbent be able to function as an expert in all technical areas of the assignment, and fulfill the position responsibilities with the supervisor's complete confidence in their understanding of the assignment and ability to integrate issues, conflicts, continually changing working requirements, creative problem solving, and the introduction of new theories and methods to resolve unique problems.

DUTIES AND RESPONSIBILITIES:

The Senior Acquisition and Assistance Specialist will provide a full-range of acquisition and assistance support, including but not limited to:

1. The negotiation, award, and administration of both Assistance- and Acquisition-type instruments to accomplish both emergency-response and traditional development programs. He/she prepares pre-award documents, conducts negotiations, and finalizes award documents and award file documentation for a Contracting/Agreement Officer's review and signature. He/she must be available for consultation on contracting issues with Mission technical staff, other in-country U.S. Government officials and representatives, Government of DRC officials, Implementing Partners, and others, as required. This effort requires extensive knowledge of Federal and USAID regulations, and the associated governing guidance (e.g., the FAR and USAID Supplement [AIDAR], CFR, OMB Circulars, FAM, and FTR) for all types of procurements.

2. In addition to the execution of contracts and modifications as identified above, the Senior Acquisition and Assistance Specialist researches and resolves issues, and draft responses in official correspondence as assigned. Examples include, but are not limited to: subcontract consent requests, salary approvals, equipment approvals, etc., on a wide variety of contract and assistance awards.

3. Providing expert-level technical assistance to USAID/DRC in the execution of program/project-funded contracts, cooperative agreements, grants, and US Government Agreements, such as PASAs. This entails providing staff support on all aspects of acquisition and assistance activity including: project planning, design, implementation and evaluation; mission policy development and formulation; project resource assessments, sector analyses, and other studies. He/she serves as a primary contractual advisor to major development program initiatives and activities in the Mission. He/she prepares and negotiates modifications of basic contractual text, terms and conditions, specifications, scopes of work, program descriptions, and costs in the full range of award instruments. He/she plans for and provides procurement and contract management support to accomplish program objectives, and proper and timely administration of all assigned Acquisition and Assistance awards. This includes clarifications and interpretations of directive correspondence, and miscellaneous administrative modifications to procurement instruments. He/she seeks resolution and settlement of contract disputes, termination and settlement of procurement instruments, close outs, and reporting of contractor performance. The Senior Acquisition and Assistance Specialist composes and prepares all contractual correspondence, signing within their own delegated authority or for a Contracting Officer's signature.

4. Serving as the office's lead in training and mentoring on USAID acquisition and assistance procedures. This includes training less-experienced local OAA staff, USAID technical and other mission staff, and local implementing partners. The incumbent manages the office's routine training responsibilities and mentors local staff to be able to deliver the trainings.

5. Serving as a lead role in preparing mission responses to Regional Inspector General (RIG) audit reports. The incumbent will be expected to transfer audit response skills to local staff.

6. Serving as a senior and trusted policy and technical advisor to the Supervisory Contracting Officer, and the U.S. Mission to DRC on all manner of Acquisition and Assistance issues. He/she will speak for the Supervisory Contracting Officer on technical Acquisition and Assistance matters, as directed by the Supervisory Contracting Officer or as required.

POSITION ELEMENTS:

A. **Reporting Responsibilities:** The Senior Acquisition and Assistance Specialist will receive supervision, policy direction, and guidance from the Supervisory Contracting Officer (Director, Office of Acquisition and Assistance) or his/her designee, located in USAID/DRC. The Senior Acquisition and Assistance Specialist is expected to function at an expert level with minimal supervision.

B. **Supervisory Controls:** The Senior Acquisition and Assistance Specialist is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the Senior Acquisition and Assistance Specialist will be discussed with the Office Director, and all acquisition instruments will be signed by the supervisor who is the Mission Contracting/Agreement Officer.

Overall management of the Office is in a collaborative team environment, with the Senior Acquisition and Assistance Specialist participating fully in the process. Specific work plans and anticipated results are developed in consultation with the OAA Team. The Senior Acquisition and Assistance Specialist performs most assignments independently, providing leadership and training to others involved in the management of the OAA portfolio, and in the development, design, and drafting of the acquisition instruments. The work is reviewed in terms of achievement of established milestones, and the appropriateness of program/project activity focus.

The Senior Acquisition and Assistance Specialist will meet weekly with the Office Director or his/her designee to update him or her on the progress of agreed upon milestones for projects.

C. **Physical Demands and Work Environment:** The primary location of work will be in Kinshasa, DRC. Work in the office is expected to be mostly sedentary. Secondary locations will include Implementing Partner offices and field offices, construction and project site field locations, the location of program beneficiaries in rural and in urban areas, Government of DRC departments and offices and the offices of bi- and multi-lateral donors and NGOs, and attendance at conferences and training. The Senior Acquisition and Assistance Specialist may occasionally face challenging living and working conditions while

in travel status. The Senior Acquisition and Assistance Specialist will also face heavy workload and in-country travel is a requirement of the position.

D. **Available Guidelines:** Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), USAID Automated Directives System (ADS), USAID Acquisition and Assistance Policy Directives (AAPDs/CIBs), USAID Procurement Executive Bulletins (PEBs), U.S. Code of Federal Regulations (CFR), Office of Management and Budget (OMB) Circulars, Federal Travel Regulations (FTR), U.S. Department of State Standardized Regulations (DSSR), USAID/DRC Mission Orders and USAID/DRC Mission Notices.

E. **Exercise of Judgment:** The incumbent must exercise sound and independent judgment in interpreting and applying USG and USAID-specific regulations and standard operating procedures in the course of carrying out the assigned duties. In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with Mission personnel, as well as representatives from other organizations, including the host government, to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to all applicable standards of conduct.

F. **Authority to Make Commitment**s: The incumbent will not have the authority to sign acquisition instruments or similar documents. The incumbent will be expected to undertake a wide range of delegated authority to take responsibility for approving their own or subordinate staff's administrative actions, such as for: key personnel, international travel, equipment and other actions that do not obligate Government funds.

E. **Nature, Level and Purposes of Contacts:** The successful applicant establishes and maintains solid working relationships with all levels of Mission personnel at USAID/DRC, NGO/Implementing Partner counterparts and Host Government personnel.

F. **Supervision Exercised:** None.

REQUIRED MINIMUM QUALIFICATIONS, SELECTION CRITERIA AND EVALUATION PROCESS:

This is a senior-level position in a high profile mission that requires extensive knowledge, experience, maturity, and an ability to function in a complex and multi-cultural setting, highly demanding, and often in an uncertain environment.

The Senior Acquisition & Assistance Specialist shall have the following minimum qualifications:

A. MINIMUM QUALIFICATIONS

- Candidate must be a U.S. Citizen, U.S. Resident Alien or Third Country National;
- Have a minimum of eight years hands-on continuous, progressive experience in execution of U.S. Government Acquisition and Assistance policies and procedures.

NOTE: Applicants who do not meet these required Minimum Qualifications will be considered unqualified for the position and will not be evaluated further.

B. SELECTION CRITERIA

Applicants who meet the Minimum Qualifications above will be evaluated based on the five selection criteria listed below in order of importance.

(1) Prior Work Experience:

- A proven track record of programmatic accomplishment and professional achievement in the A&A field; the incumbent is expected to be an expert in the field of USG acquisition and assistance procedures.
- A minimum of eight years of progressively responsible hands-on experience in Acquisition (Contracts, Purchase Orders) and Assistance (Grants and Cooperative Agreements) policies and procedures execution, administration, termination, cost and analysis, procurement planning, and analysis and evaluation of proposals is required.
- Demonstrated experience in cradle-to-grave (pre-award, negotiation/award and post-award/administration) of all types of A&A instruments is required.
- Experience should demonstrate knowledge of contracting laws, regulations, policies, and procedures; knowledge of cost principles; knowledge of cost plus/award fee and performance based contracting procedures.
- Experience that demonstrates pre-award negotiation skills, contract execution and demonstrated experience in making formal presentations to senior organization officials is required.
- Demonstrated ability to function in a high risk environment.
- Ability to train A&A Staff

(2) Knowledge:

- Demonstrated strong knowledge of USG policies and procedures pertaining to Acquisition and Assistance.
- Mastery of procurement regulations and contracting principles including the latest acquisition procedures and techniques is required. An in-depth understanding of U.S. Government procurement rules and regulations is imperative.
- A thorough and complete knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio in accordance with USG regulations.
- Knowledge of the Federal Acquisition Regulations (FAR) and the ability to work with the regulatory context of the FAR is essential. In addition, knowledge of the following is required:
  - USAID Acquisition Regulations (AIDAR)
  - U.S. Code of Federal Regulations (CFR)
  - Office of Management and Budget (OMB) Circulars
  - USAID Acquisition and Assistance Policy Directives (AAPDs/CIBs)
  - USAID Automated Directive Systems (ADS)
  - USAID Procurement Executive Bulletins (PEBs)

(3) Skills & Abilities:

- Exceptional leadership, communication and interpersonal skills and demonstrated ability and willingness to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team.
- Proven ability to work well in complex institutional settings and to develop networks of relationships that facilitate collaboration among colleagues and a genuine interest in assisting USAID staff with expedient program implementation.
- Demonstrated ability to interact effectively with a broad range of internal and external partners and USAID Implementing Partners, international organizations, and host country government officials.
- Attention to detail, good analytical skills, and excellent organizational skills to perform the pre- and post-award functions.
- Discretion, tact and the ability to work under accelerated schedules and deadlines and to effectively complete required actions.
- Must be able to maintain and adhere to high standards of professional conduct.
- Must be able to function as a leader during contract negotiations, and personally negotiate the majority of assigned contracts.
- Must demonstrate an ability to mentor, train, and assist staff in the award and administration of contracts and agreements.
- Excellent interpersonal, communication and teamwork skills and the ability to work independently.
- Good coordination, teamwork and organizational skills to manage multi-cultural work setting are required.
- Computer skills in Word, Excel, PowerPoint, etc., so as to independently prepare correspondence and documentation are also required.

(4) Education & Training:

- Minimum of a Bachelor degree in Business Administration, Public Administration, Purchasing, Economics, Finance, Law, International Relations, Marketing, Accounting, Industrial Management, Quantitative Methods or other related fields is required.
- Must have at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- Completion of or has substantially completed the requirements for certification under the USG's FAC-C Certification program at a minimum of Level II. Certification requires successful completion of FAC-C specified courses in procurement, plus the achievement of certain competencies, through a combination of training and experience. Candidates should successfully demonstrate how they meet FAC-C Level II certification standards.

(5) Language:

- The candidate must be fluent in English (Level IV) and have proven ability to communicate quickly, clearly, and concisely, both orally and in writing.
- Written English capability to prepare correspondence and contractual documentation in a professional and competent manner requiring little or no editorial changes.

MEDICAL AND SECURITY CLEARANCE

If a USPSC is selected, the applicant must be able to obtain a USG Secret Level security clearance within a reasonable time-not to exceed three months; if a TCN is selected, the applicant must be able to obtain a Facilities Access Authorization. The applicant must be able to obtain a Department of State Class I Medical Clearance. 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.

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.

COMPENSATION

This position has been classified at a market value equivalent to the GS-14 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 50% COLA.

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.

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.

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
(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)

D. INSTRUCTIONS TO APPLICANTS

Qualified individuals are requested to submit a cover letter, a U.S. Government Optional Form 612, a resume, three references, and Form AID-1420. Forms are available at https://www.usaid.gov/forms. 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 with a copy to Sandra Kiyanga (skiyanga@usaid.gov) and Matthew Corbin (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.

E. 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 to determine which AAPDs and CIBs apply to this solicitation.