SOLICITATION NUMBER: 19-02

ISSUANCE DATE: March 1, 2019
CLOSING DATE/TIME: March 15, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)**

(Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, 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 PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Jason Bennett
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 19-02

2. **ISSUANCE DATE:** March 1, 2019.

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 15, 2019 @1700 hours.

4. **POSITION TITLE:** Accounting Technician.

5. **MARKET VALUE:** $31,533 - $45,713 $USD equivalent to **FSN-8**
   In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Zimbabwe.* Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** Beginning o/a May 2019.

7. **PLACE OF PERFORMANCE:** Harare.

8. **SECURITY CERTIFICATION REQUIRED.**

9. **STATEMENT OF DUTIES.**

   a. ***General Statement of Purpose of the Contract***
   USAID/Zimbabwe's Financial Management Office (FMO) provides financial and accounting services to the USAID mission in Zimbabwe. The FMO advises on and analyzes the State International Cooperative Administrative Support Services (ICASS) budget. FMO services include accounting, audit management, budgeting, payment processing, and technical guidance.

   The Accounting Technician position is located in the FMO's Accounting Unit, which includes one Controller, one Deputy Controller, one Accountant, and one Accounting Technician. The Unit provides the full range of accounting and budgeting support for USAID Zimbabwe. The Accounting Technician position is responsible for maintaining and periodically reviewing, reconciling and balancing accounting records for, and reporting on, operational expenditures and technical program projects.

   The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties," "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1.

b. Statement of Duties to be Performed

(i) Ensures accuracy and completeness in the processing of accounting data for assigned portfolio in accordance with USAID directives, regulations, and established procedures: (30%)

- Reviews commitment and obligation documents for completeness and accuracy of monetary data;
- Determines or validates proper accounting classification for each obligation;
- Establishes and maintains controls to ensure funded documents do not exceed funds availability;
- Records all obligations and commitments, recurring expenditures, timely and accurately in the Phoenix accounting system;
- Posts cancelled checks, payments and collections processed by the U.S. Embassy in Harare;
- Maintains working files for assigned portfolio maintaining complete familiarity with program documentation and related financial requirements of assigned portfolio;
- Resolves questions on data submission with the Voucher Unit; and
- Ensures all transactions are entered following USAID's complex and strict accounting procedures.

(ii) Validates the integrity of assigned accounts and records and ensures timely and accurate adjustment of entries, computations, and balances, including responsibility for: (20%)

- Reviewing the status and validity of obligated funds;
- Verifying incoming reports against fiscal records;
- Verifying the accuracy of financial and accounting data and appropriateness of documentation to support accounting entries and to support fulfillment of conditions precedent to disbursement;
- Researching solutions to discrepancies;
- Resolving errors and discrepancies with obligating documents source (Technical Offices/Accounts Payable Unit staff); and
- Adjusting accounts and records in Phoenix, as appropriate, by preparing journal vouchers for funding adjustments.

(iii) Enhances management decision-making (Accountant, Controller, Technical Offices, Activity Managers, etc.) by performing regular reconciliations of accounts, records, and source documents, including responsibility for: (20%)

- Compiling expenditures charged to the allotment or sub-allotment;
- Regularly reviewing un-liquidated obligations to determine they are still valid in accordance with established criteria and program documentation;
- Assuring funds status being reported reflects only valid obligations;
- Perform quarterly 1311 obligation balance review.

- Performing monthly reconciliation with the USDO, including the reconciliation of amounts posted and reported by appropriation, fund and obligation, the identification of non-posted amounts and verification of appropriation charged, and the initiation of steps to correct appropriation errors and ensure correct entries are posted in Phoenix;
- Preparing adjustment/correction documents (SF 1081, Journal Vouchers and SF 1098)
- Preparation of SF 224 to reflect all disbursement transactions processed by the Mission.
- Clearing outstanding prior period reconciling items;
- Supporting Accountant and/or FAs in counseling Technical Offices and EXO regarding the interpretation of activity pipeline information on a quarterly basis in order to help teams better manage obligated funds and avoid violations of forward funding principles and be cognizant of activities where implementation problems might be occurring;
- Developing expected burn rates for the upcoming six-month period, and discussing corrective action with Accountant leading to more timely expenditure of program funds;
- Preparing official monthly, quarterly, and annual reports on accounting records data for assigned portfolio;
- Preparation of accruals, documenting problems, trends, and preparing evidence needed to carry-over or de-obligate excess funds for all program support and OE obligations.
- Making recommendations to the Accountant for final review by the Controller, AORs/CORs, Technical Offices, and EXO for de-obligation.

(iv) Partners with Technical Offices, EXO, and OAA in the closing of assigned financial accounts and the compilation of required summaries, statements, and reports for project closeout, including responsibility for: (15%)

- Reviewing un-liquidated obligations to determine whether they are still needed for additional expenditures;
- Reconciling commitments, obligations, and expenditures to ensure close-out is completed in full; and
- Preparing close-out documentation in coordination with the Accounts Payable Unit for review and sign-off by the Accountant and Controller.

(v) Ensures timely, complete, and accurate information for budgeting activities, including responsibility for: (15%)

- Developing detailed justification to support request for funds allowed by USAID/Washington;
- Ensuring budget data is properly submitted to Washington;
- Monitoring assigned portfolio budget to ensure spending patterns are consistent with allocations and recommends adjustments as necessary;
- Reviewing past documents to identify and analyze recurring costs, analyzing staffing patterns to anticipate employee costs, reviewing materials that are

indicators of economic conditions having an effect on budget(s) and budget planning;

- Recommending areas of emphasis for improvement, in consultation with the Financial Analysts and taking into consideration existing challenges, constraints, and potentially relevant developments;
- Actively participating and supporting the development and monitoring of detailed budget information for technical and program support costs as well as preparation of the Program and Operating Expense (OE) funded operating costs budgets for the annual budget submission and a range of budget requirements throughout the year; and

(vi) Other job-related duties as assigned, including serving as back up to the Accountant.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

c. ***Supervisory Relationship***
The incumbent is directly supervised by the Accountant who provides advice and assistance. The incumbent is expected to perform duties with minimum supervision and is expected to exhibit initiative, independence, decision making and analytical skills.

d. ***Supervisory Controls***
The incumbent has no formal supervisory duties and responsibilities.

10. AREA OF CONSIDERATION: All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

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

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at *zgoromonzi@usaid.gov.*

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** College or university studies. Two years of collegiate or equivalent formal study in accounting or finance is required. Additional education and professional qualifications will be an added advantage.

2. **Prior Work Experience:** A minimum of four years of progressively responsible administrative experience in accounts maintenance, financial management or closely related accounting technician work is required.

3. **Post Entry Training**: On-the-job training by USAID financial staff is required. The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures should be taken as soon as possible:

   a. Appropriations Law
   b. Phoenix training, ASIST, E2 and GLAAS Training
   c. Internal Controls
   d. Travel Policy, Regulations and Allowances
   e. USAID Accounting
   f. USAID Financial Management Overview

4. **Language Proficiency**: English and Shona languages proficiency requirements by level (II, III) and specialization (sp/read): Level IV oral and written English language.

5. **Job Knowledge**: While mastery of USG- and USAID-specific regulations, policies, and procedures, as identified below, are required for the incumbent to perform successfully at the full performance level, this knowledge can be acquired on the job.

   A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology, as well as the principles and procedures of the host country government and business financial accounting, budgeting, and reporting is required. Expert knowledge of accounting procedures of posting, disbursements, reimbursements and principles of operating expense accruals and thorough knowledge of financial reporting required.

6. **Skills and Abilities**:

   Must have demonstrated:

   a. Ability to analyze numerous accounting records and determine the need for various types of entries and adjustments.
   b. Ability to relate the purpose and objectives of activities to their costs and fiscal requirements. Must be able to compile and present detailed financial and related information in a concise and fully professional manner.
   c. Be able to record, reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements.
   d. Must be able to explain clearly to borrowers, grantees, and contractors the need for various documentation steps to be taken in order to comply with financial records-keeping and reporting requirements of specific technical program projects.
   e. Must have strong word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, Power Point, and Access.

III. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be invited for an oral interview and a written examination. Offerors will be rated and ranked according to the following job-related criteria.

1. Education/Weighted 15% based on initial application review.
2. English Language Skills/Weighted 15% based on application review and/or written assessment.
3. Prior Work Experience/Weighted 15% based on application review and interview.
4. Knowledge/Weighted 25% based on written assessment and/or interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and/or interview.

IV. PRESENTING AN OFFER

1. An application should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
   a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted.
   b. A current resume relevant to the position (no more than 2 pages).Any other documentation that addresses the qualification requirements of the position listed above.
   c. Please note: Applications should not be more than 1mb in size.

2. 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 11**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **19-02 Accounting Technician (Financial Management Office)** in the subject line of the application e-mail and in the subject line of your application letter in the offer submission.

4. Selection Process

   After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interviews and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short listed.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

VI. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at https://www.usaid.gov/forms

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at http://www.usaid.gov/work-usaid/aapds-cibs

   [The CO must check http://www.usaid.gov/work-usaid/aapds-cibs to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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