



SOLICITATION NUMBER: 72068819R10007

ISSUANCE DATE: August 30, 2019
CLOSING DATE/TIME: September 20, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Voucher Examiner FSN08

Dear Prospective Offerors/Applicants:

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

Offers/Applications must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/Applicants should retain copies of all offer/application 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/applications.

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

Sincerely,

Robert Schmidt,
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068819R10007
2. **ISSUANCE DATE:** August 30, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 20, 2019
4. **POSITION TITLE:** Voucher Examiner
5. **MARKET VALUE: FCFA 10,714,328 TO FCFA 16,607,216** equivalent to FSN-8. The incumbent will be compensated in accordance with the U.S. Mission Mali's Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. CCNPSCs contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
7. **PLACE OF PERFORMANCE:** Bamako, Mali
8. **SECURITY LEVEL REQUIRED:** Security certificate
9. **STATEMENT OF DUTIES:**
 1. **General statement of purpose of the contract**

This position is located in the Mission Financial Management Office (FMO). The Financial Management Office provides full financial management services to the Mission (and assigned Missions/Offices) in support of substantive and significant technical and economic assistance programs/projects/activities. In support of this work, the Voucher Examination Unit (FMO/VE) handles and processes all claims for payment against contracts and grants and other instruments used to implement these activities. The Voucher Examiner examines the most difficult and complex invoices and other claims for payment of goods and/or services associated with USAID programs/projects/activities. As a member of the FMO/VE Unit, the Job Holder examines vouchers and invoices of implementing partners, grantees, and others for multi-million dollar, long-term technical assistance programs/projects/activities contractors and grantees, recommending payment or indicating required clarifications or justifications; and, controls and monitors payment requests and disbursements for the Mission project and non-project activities in the host country. The Job Holder corresponds with contractors, grantees, vendors, and employees in person, by telephone, and in writing concerning requests for additional information, and to provide guidance on voucher and payment processing requirements. The Job Holder processes and posts examined vouchers into the Phoenix accounting system.

2. **Statement of duties to be performed:**
 - a) **Processes Program-Funded Payment Vouchers (65%)**

The Voucher Examiner examines complex program-funded vouchers for Mission programs/projects/activities, in order to ensure conformance with the terms of the original contract, grant, or authorization. The types of transactions and vouchers examined include payments made to international organizations, US and non-US grantees, direct contracts with commercial organizations, purchase orders with vendors, and purchase requests or orders to US vendors. Contracts often require an understanding of nonstandard-form contracts or grants, and a basic understanding of the purpose of the program/project/activity, in order to recognize conflicts, and to recommend approval or disapproval of partial or progress payments, advance payments, or close-out payments. As necessary, the Job Holder follows up with authorizing officers to obtain corrections in documentation, or clarification of invoices. When necessary, the Job Holder interprets applicable portions of regulations, policy, and guidance, and decides if requested payments are proper or should be questioned. The Job Holder obtains signatures of receiving and approving officers, checks all computations on invoices and supporting documentation for accuracy and propriety, and advises the US certifying officer of problems and proposes solutions to resolve them.

b) Examines Administrative and/or Complex International Travel Vouchers (25%)

As required due to workload or other exigencies of FMO/VE Unit operations, the Job Holder examines administrative invoices and vouchers, and/or complex international travel vouchers, including: examination of a considerable variety of complex administrative invoices and vouchers, to ensure conformance with the terms of the original purchase order, contract, lease, and/or other authorizing document; contacts the authorizing officer or the vendor, as necessary, to ensure conformance with terms of contract or purchase order, and/or to assure proper payment of claims; and/or, reviews the most complex international travel vouchers, including reassignment and change of station, and shipment of household effects, for correctness, and verifies conformance with travel authorizations and regulations regarding routings, per diem, use of proper commercial facilities, weight limitations on accompanying baggage, etc. For complex international travel vouchers the Job Holder prepares or verifies hypothetical travel itineraries when the traveler deviates from authorized routing; prepares travel exceptions, when the travel claim exceeds the amount that can be paid under the travel authorization, giving detailed explanation of claims disallowance and citing pertinent regulations; determines if a travel advance was issued, and computes the amount due to traveler or USG; and advises the traveler(s) of allowable items in connection with travel and reassignment, and explains requirements for deductions, disallowances, and collections, when travel advance exceeds allowable claim. Incumbent reviews, analyzes and process web-TA and win-TA for the expatriate staff and bi-weekly FSN automated payroll submission. Compiles time and attendance reports and enters data to the system. Ensures accuracy of personnel and updates payroll information in the system as detailed in contractual instruments.

c) Monitors Status of Payments (10%)

The Voucher Examiner assures that all files are properly entered in ASIST and Phoenix, and monitors the status of vouchers and grant advances through the USAID PHOENIX accounting system to ensure compliance with USG requirements.

10. AREA OF CONSIDERATION: All Malian Citizens and Local Residents with valid work permit at the time of application.

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

12. POINT OF CONTACT: Human Resources Management Section, email at bamakohrmvacancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, applicants must meet the minimum qualifications.

- a. **All Malian Citizens and Local Residents** with a valid work permit at the time of application.
- b. **Education:** Completion of secondary schooling, plus at least two years of full time post-secondary study at college or university, with a focus on accounting, finance, or business administration is required.
- c. **Prior Work Experience:** Minimum of three years of progressively responsible experience in bookkeeping, voucher examination, payment processing, or accounting is required, at least two years of which should have been with an international organization.
- d. **Language Proficiency:** Level IV (fluent) oral and written English and French are required. One host-country language ability is desired.
- e. **Job Knowledge:** A thorough knowledge, or the ability to quickly gain such knowledge, of the Agency Directives System (ADS), USAID travel regulations, Standardized Regulations, handbooks on host-country contracting, commodities, and grants, and FAR/AIDAR provisions is required. Familiarity with procedures and regulations governing USAID financial management; a sound understanding of program regulations and contract terms for which voucher examining processes are performed, and a broad knowledge and understanding of Financial rules are required.
- f. **Skills and Abilities:** The ability to comprehend logically and properly apply detailed technical program/project/activity regulations, terms, and conditions to the voucher examination process is demanded. The Voucher Examiner must display tact, and the ability to clearly and convincingly explain the rationale for payment disallowances and the need for various documentation steps to be taken in order to comply with maintenance of financial records and reporting requirements. The Voucher Examiner must have the ability to present analysis and recommendations in clear written and oral formats; the ability to maintain cordial and professional relationships with USAID, and host-government, NGO, and contractor personnel; the ability to perform analysis of management controls and capabilities of partner/beneficiary organizations; and, skill in the use of computer based analytical programs and USAID data management systems is required.

III. EVALUATION AND SELECTION FACTORS

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

- | | |
|--------------------------|-----------|
| 1. Education | 10 points |
| 2. Prior Work Experience | 25 points |
| 3. Language Proficiency | 10 points |
| 4. Knowledge | 25 points |
| 5. Skills and Abilities | 30 points |

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met;
2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required;
3. Interviews;
4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

IV. PRESENTING AND SUBMITTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying;
2. **Cover letter** of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the subject position.
3. Applicants are required to provide three (3) to five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
4. **Copy of Academic Transcripts and any employment proof (certificates).**
5. Applicants must provide their **full mailing address with telephone, email address** and should retain for their records copies of all enclosures that accompany their submissions.
6. Please indicate the Vacancy Reference Number in the subject line of your email:
72068819R10007
7. All **applications must be submitted** to Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov with the above position reference number in the subject line.

Please note that all cv/resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Executive Office/Contracting Officer (EXO/CO) informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination;
2. Security Investigation;
3. Employee Biographical Data Sheet (Form AID 1420);
4. Application for Employment in the Foreign Service of the United States (Form OF 174).

VI. BENEFITS/ALLOWANCES

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES:

The successful Applicant will be subject to host country tax laws.

VIII. 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," includes contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. Contract Cover Page form AID 302-4 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>.
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>.

Equal Employment Opportunity (EEO)

The U.S. Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.