



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038621R10006

ISSUANCE DATE: June 07, 2021

CLOSING DATE/TIME: June 28, 2021 / 23:59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) – Financial Analyst, FSN-11.

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** 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 Attachment 1.

Sincerely,

**Edward
Michalski**

Edward Michalski
Contracting Officer

Digitally signed by
Edward Michalski

Date: 2021.06.04
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038621R10006**
- 2. ISSUANCE DATE: June 07, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 28, 2021 / 23:59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
- 5. POSITION TITLE:** Financial Analyst
- 6. NUMBER OF POSITIONS:** Three (3)
- 7. MARKET VALUE:** INR 2,076,202 – INR 3,181,559 equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.
- 8. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 9. PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 10. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 11. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office.

12. STATEMENT OF DUTIES**a) General Statement of Purpose of Contract**

Serves as a Financial Analyst (FA) for the USAID Mission to India reporting to the Deputy Controller/ Chief Accountant. Provides professional financial management support and guidance on a broad range of financial operations and issues to the Deputy

Controller/Controller, Mission management, Development Objective (DO) Teams and all partners which implement a full array of complex development activities. Provides analysis, evaluation and advice on financial and accountability issues relating to planning, achieving results and evaluating USAID/India activities. Analyzes and advises on the financial aspects of designing, implementing and evaluating USAID projects in India for the assigned Development Objectives under the supervision of the Deputy Controller. He/she designs and conducts financial and operational analyses of various aspects of the internal operations of USAID/India and of the grantees or contractors. The management services shall include financial data analysis during the design and implementation of all program activities. Serves as the lead advisor to the project offices and implementing partners in matters relating to financial management of program funds including but not limited to funding mechanisms, budget management, accrual development, expenditure tracking, and audits. Also provides financial management support services to USAID/Sri Lanka and the Maldives. As part of financial management of project funds, the incumbent will be required to undertake work related travel to project locations.

b) Statement of Duties to be performed

1. Works as a Development Objective Team Member: 55%

Serves as a primary link between the Regional Financial Management Office (RFMO), the DO teams, and development partners to ensure communication and coordination on financial management related issues. As an extended member of the DO team, the incumbent participates in discussions and decision making relating to the principal team functions of program planning and achieving and evaluating results while ensuring that financial management, internal controls, and accountability issues receive appropriate consideration.

Provides financial advice and analyses; makes recommendations on the financial feasibility of implementation alternatives. Assists the DO team in reviewing implementing partners work plans and budgets as they relate to compliance with laws, regulations, contract/agreement provisions and policies. Assists the DO team in reviewing project and activity budgets for potential reprogramming. Prepares quarterly pipeline reports and holds quarterly review meetings to assist DO team in monitoring implementation progress.

Periodically analyses accounting data, prepares reports showing trends or deviations from approved budgets/plans' and makes recommendations/suggestions for improvement and efficiency and contributing to the Mission decision and policy-making process. As the Phoenix Coordinator, incumbent ensures the integrity and accuracy of financial information in the system database.

Assists DO team to develop long range expenditure projections for inclusion in the Mission's Operational Plan.

Monitors the periodic Section 1311 reviews of unliquidated program funded obligations to ensure validity of obligated funds for certification by the Controller, and reviews/clears any proposed de-obligation actions for accuracy. Coordinates with the technical teams and Office

of Program Support - to ensure that fiscal year-end activities for funds utilization are timely completed as per the Agency guidelines.

Assists the DO team in verifying the cost share contribution in projects and determining leverage contribution in projects. Assist DO team to develop systems to collect cost share and leverage data, helps to compile the data, monitors the contribution, and designs and generates appropriate reports for the DO Team and Mission management.

Assists the DO team in periodically conducting end-use checks of commodities provided to their partners and designs appropriate reports for the DO Team and Mission management monitoring purposes.

Conducts periodic financial review of the projects to verify the utilization of USAID funds as per the agreement and guidelines. Prepares reports for any actionable points and advises the DO team on further actions to be taken.

2. Audit Management Responsibilities: 20%

Prepares an annual Mission Audit Inventory and Audit Management Plan. Implements the annual Audit Management Plan, initiating the audit work in coordination with the cognizant DO Team. This includes:

- for Recipient Contracted Audits (RCAs) - reviews the audit scope of work and approves the selection of auditors;
- for Agency Contracted Audits (ACAs) - prepares the Scope of Work (SOW), obtains Office of Inspector General (OIG) review and approval of the documents, and participates on the proposal evaluation committee to select a Regional Inspector General approved audit firm;
- ensures that audit entrance and exit conferences are conducted;
- maintains close liaison and works with the auditee, local accounting firms, and the OIG office;
- reviews audit reports, findings, and recommendations, clarifies questions with auditors and provides guidance to the audit firm;
- upon finalization of an audit report by OIG, works with partners, Contracting Officer Representative/Agreement Officer Representative or Activity Manager and Office of Acquisition and Assistance (OAA) to take actions on any audit recommendations;
- forwards the approved management decisions to OIG, and clarifies any questions raised and forwards the audit recommendation closure documentation to USAID/Washington to obtain final action on the audit recommendations;
- periodically updates the Audit Management Plan and the audit recommendation tracking system for the review by the Mission's Management Control Review Committee (MCRC);
- assists in audit related work, which is conducted by OIG on Mission grantees and contractors and in OIG investigations.

3. Institutional Review and Strengthening:

15%

Conducts comprehensive institutional reviews (including pre-award surveys, financial reviews and voucher reviews) of potential recipients to ensure that there is institutional capability to properly manage USAID resources and comply with documentation and reporting requirements. In cases where the prospective grantees do not have adequate capability, works with the Office of Acquisition and Assistance (OAA), Deputy Controller, Controller DO team and grantees to recommend appropriate corrective actions, and follow-up on timely implementation of the actions.

Conducts periodic financial and internal control reviews, risk assessments and control environment assessments of institutions receiving USAID funding to determine the adequacy of key organizational systems and procedures including, but not limited to accounting, procurement, accounts payable, personnel, asset management, and audits. Recommends corrective actions for institutional strengthening and follows-up on corrective actions.

Assists the USAID partners in consultation with OAA and the Contracting Officer's Representatives (COR) / Agreement Officer's Representative (AOR) in meeting financial and internal control system requirements and resolving financial management and internal control problems affecting project design, implementation, and administration.

Conducts various reviews including closeout desk reviews, indirect cost reviews, advance and disbursement reviews, and other reviews at the request of the DO team, Controller, Contracting Office, and others.

4. Managing the Risk Assessment and conducting the Risk review meeting (FMFIA/MCRC)

10%

Conducts and coordinates the annual assessment of mission internal controls required by the Federal Managers Financial Integrity Act 1982 (FMFIA). As directed by USAID/Washington, assists the Deputy Controller to conceptualize the work to be done, develops plans, organizes, coordinates and obtains the necessary information to assess Mission management controls. Prepares working papers supporting assessment findings. Prepares necessary documents for the Mission Management Control and Review Committee (MCRC) review and decisions. Coordinates with senior Mission officials to prepare and obtain approval of decisions for reporting to USAID/Washington.

Tracks the 'material weaknesses' and all identified control item weaknesses, develops plans of action to address weaknesses, and follows-up to ensure the necessary action is taken to correct the weaknesses. Assists the Deputy Controller in preparing briefing materials for the MCRC on the status of the outstanding weaknesses on a semi-annual basis.

Reviews US Government (USG) Acts and regulations, the Office of Management and Budget (OMB) circulars, USAID policy in the Automated Directive System (ADS), USAID/Washington guidance, etc., in order to remain current on FMFIA requirements.

- c) **Supervisory Relationship:** The incumbent works directly under the supervision by the Chief Accountant/Deputy Controller.
- d) **Supervisory Controls:** The incumbent is expected to keep the supervisor informed while independently carrying out his/her responsibilities. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the result expected. The incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master's degree or equivalent in Accounting, Finance, Mathematics, Business Administration or related field is required.
- b. **Prior Work Experience:** Minimum of Five years of progressively responsible experience in project financial management and/or auditing is required.
- c. **Language Proficiency:** Level IV in English and Hindi in speaking, reading, and writing, English and Hindi, is required.
- d. **Job Knowledge:** Thorough knowledge of generally accepted accounting principles and practices; familiarity with Indian business practices and commercial accounting systems, is required.
- e. **Skills and Abilities:** Communication skills to present facts and recommendations in a clear and concise manner, both orally and in writing, inter-personal and computer skills (MS Office, Excel) are required. Analytical skills to make independent judgments on institutional capabilities and adequacy of accounting systems of USAID implementing partners are required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Work experience (25 points)
- Technical Knowledge /Skills (25 points)
- Interpersonal skills (25 points)
- Communication (25 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:
http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc.
2. Submit **electronic copies** of applications to: indiaper@usaid.gov.
3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID Website
 - Internal Circulation
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.

2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing CCN and 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.
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/resources_standards-of-conduct

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate's responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.