



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066322R10006

ISSUANCE DATE: 05/01/ 2022

CLOSING DATE/TIME: 05/16/ 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as **Financial Analyst** in the Office of Financial Management.

Dear Prospective Candidates:

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. Candidates 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.

Sincerely,

Linda Gregory
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066322R10006
2. **ISSUANCE DATE:** 05/01/2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 05/16/2022, no later than 5:00 p.m (EAT) (close of business).
4. **POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.
5. **POSITION TITLE:** Financial Analyst
6. **MARKET VALUE:** \$22,927 – \$41,263 yearly i.e., equivalent to FSN - 11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
7. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 09/16/2022 -09/15/2027.
8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). "Cooperating country national" means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Facilities access.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

The incumbent serves as a Financial Analyst in the Office of Financial Management/Financial Analysis Section (OFM/FA), USAID/Ethiopia and reports to the Supervisory Financial Analyst. S/he provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Development Objective Teams (DO Teams) and various governmental and non-governmental partner institutions, which implement an array of complex development activities. As OFM's representative to the DO team to which s/he is assigned, s/he performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID/Ethiopia's program funded activities with an

estimated \$409.8 million unliquidated obligations as of March 31, 2015.

The FA acts as the "one stop" customer service representative between OFM and numerous internal and external customers including Senior Mission Management; Host Country agency representatives; private sector service providers; implementing partner organizations; and other international donor agencies regarding financial analysis and accounting for projects implemented by the Mission.

2. *Statement of Duties to be Performed*

A. Portfolio Financial Management and Monitoring 25%

As the cognizant OFM/FA backstop to his/her assigned portfolio, s/he reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. Commitment/sub-commitment documents include but are not limited to MAARDs and draft obligating documents. Obligating/sub-obligating documents include various instruments such as implementation letters (ILs) issued to host government implementing agencies; contracts, grants and cooperative agreements with non-government organizations and public international organizations; and, inter-agency agreements with other U.S. Government agencies. Reviews Action Memorandums to the Director and Activity Approval Documents, ensures funding correctness and availability for unilateral/bilateral agreements, contracts, grants, travel authorizations, GLAAS transactions and all other commitment/obligating documents.

S/he provides financial status reports needed by Agreement Officer/Contracting Officer Representatives (A/CORs) to monitor the financial progress of the activities they manage. S/he prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.

S/he also provides advice and guidance to A/COR and technical office budget assistants in the development of quarterly accruals, reviews the reasonableness of accrual estimates and posts accrual data into Phoenix. S/he participates in program portfolio/pipeline reviews and provides appropriate advice in identifying funds for alternative use or reprogramming. S/he reviews closeout documents to ensure that finance-related closeout actions such as completion of required audits, finalization of NICRAs, payment of final claims and de-obligation of excess funds are properly carried out, if necessary.

Design, automate, implement and maintain a user-friendly Mission quarterly pipeline report, along with other ad-hoc reports to include informative graphs and charts for digestion by Senior Management. This includes work with a complex set of data structures in the Mission Agreement and Project Pipeline Report (MAPPR) system and Phoenix Viewer database. Provide mentoring, hands-on training and knowledge transfer for these activities to USAID/Ethiopia team members in OFM, PRM and the technical offices.

B. Audit Management 20%

In line with the Agency's Audit Management and Resolution Program and accountability requirements, the incumbent acts as the Audit Management Officer's designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. S/he assists in developing the annual audit inventory under his/her assigned portfolio through obtaining inputs from cognizant A/COR on activities that need to be audited or on which financial reviews need to be conducted. In coordination with the A/COR, s/he ensures the completion of required financial audits in accordance with the U.S. Government (USG) Audit Guidelines and assist in developing audit scopes of work for Agency-contracted financial audits of USAID/Ethiopia-funded activities based on Mission audit requirements.

S/he provides advice/guidance to auditees and audit firms in consultation with the RIG/Pretoria (RIG/P) to ensure full compliance with USAID audit requirements. S/he participates in audit entrance and exit conferences and reviews audit recommendations and draft audit reports. S/he assists in the preparation of management decisions which involves preparation of comprehensive financial analysis supporting questioned cost determination. Further, the incumbent also works closely with the USAID A/COR, the Contracting /Agreement Officer and grantees/contractors to resolve and close audit recommendations in a timely manner.

C. Financial Reviews 30%

S/he conducts comprehensive institutional reviews of potential recipients to assure that these institutions maintain the institutional capability to manage USAID resources and comply with documentation and reporting requirements.

Recommendations and conclusions from the institutional reviews serve as the basis for the Agreement Officer to determine if the institution is eligible to receive USG funding, and for the Controller to determine the appropriate payment mechanism for the activity. S/he conducts periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allow ability of actual costs incurred. Makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations and following up on actions taken to address recommendations.

S/he also participates in the performance of required annual reviews of the Mission's internal/management control system in accordance with the Federal Managers' Financial Integrity Act (FMFIA); s/he performs the risk assessment of various functional areas and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and appropriate actions are taken by concerned Mission offices.

S/he assists in capacity building of Mission and implementing partner staff who are not familiar with USAID's financial management requirements by providing training on

accruals, audit management, payment methods, and other related topics.

D. Project Design Assistance

25%

Represents the Controller as the primary point of contact for all financial management services provided by OFM to the Mission's Development Objective (DO) Teams. Advises Mission personnel on the current and future fiscal status of projects and programs under their jurisdiction. This includes providing financial management guidance, advice, and usable information to activity managers, Contracting/Agreement Officers; Program representatives (CORs/AORs) and all levels of mission management. The FA is the DO team's resource for complex financial analysis, USG/USAID financial management regulations, reporting, and accurate budgeting.

Functions as a full team member for the assigned DO team(s). In this capacity, the FA participates in all DO team meetings, and in the development and design of DO activities. Provides budget and financial advice including technical guidance on USAID procedures, regulations and payment policies, as well as accounting and financial requirements. Assists the DO team management in the interpretation and analysis of historical and projected financial information based on the Phoenix system. Trains, explains and clarifies financial management issues to team members.

In coordination with the Program Office, the FA monitors the DO team's Operating Year Budget (OYB) and its timely execution. Monitors the DO's compliance with Agency forward funding guidelines. The FA's role is key in formulation of project design and implementation mechanisms. Advises on the development strategy with a focus on strengthening accountability, transparency and sustainability of the host government as well as that of local CPA firms and NGO's.

Serves as the Mission's G2G contact point, liaising between USAID and Government of Ethiopia (GoE) to advise Mission management and high-level GoE officials on best ways forward to achieve USAID and GoE development goals. Coordinates Mission's G2G assessment work in compliance with current Agency policy, drafts Scopes of Work for PFMRAF Assessments, participates in the same and maintains current information for the Mission on GoE systems.

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

3. *Supervisory Relationship*

Under the general supervision of the Supervisory Financial Analyst, performs assignments independently, referring difficult questions to his/her supervisor or, in the case of technical questions, to the A/COR. Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with USAID policies and procedures.

4. *Supervisory Controls: No supervisory responsibility.*

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** University Degree in Accounting, Finance or Business Administration.
- b. **Prior Experience:** Minimum of 5 years of experience in professional financial analysis, budgeting, auditing, and accounting.
- c. **Language:** English and Amharic at Level IV.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience with with donor agencies or international non-governmental organizations.

KNOWLEDGE (30 points): Demonstrated knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of the host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management. Demonstrated knowledge of activity design, development, implementation and evaluation processes.

SKILLS AND ABILITIES (20 points): Demonstrated ability to analyze numerous accounting records and determine the need for various types of entries and adjustments such as recording and balancing accounts and relating the purpose and objective of activities to their costs and fiscal requirements. Demonstrated ability to detect the financial strengths and weaknesses of activities and to make independent judgments on institutional capabilities and the adequacy of accounting system and internal controls. Demonstrated ability to develop and maintain productive contacts with high level officials of the activity implementers such as the host government, grantees and institutional contractors. Demonstrated ability to present facts and recommendations in a clear and concise manner, both orally and in writing. Computer skills with knowledge of the internet, Microsoft Word, Excel, Access, and Power Point along with productive calculator and typing speed.

INTERVIEW PERFORMANCE (35 points)

WRITTEN TEST (if applicable) (35 points)

REFERENCE CHECKS (30 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, written test, and reference checks. USAID/Ethiopia will not pay for any expenses associated with interviews.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter
The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation **72066322R10006, Financial Analyst. Be sure to include your name and the solicitation number at the top of each page.**

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES (as applicable):**
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

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/sites/default/files/documents/1868/aidar_0.pdf
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 as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

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>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page

for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia 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. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.