



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72016922R10005**  
**ISSUANCE DATE: 09/21/2022**  
**CLOSING DATE/TIME: 10/02/2022**

**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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation

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 1.

Sincerely,

Michelle Fekade, S/EXO  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72016922R10005**
- 2. ISSUANCE DATE: 09/21/2022**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 10/02/2022**
- 4. POINT OF CONTACT: USAID Belgrade HR Office e-mail at [belgrade\\_jobs@usaid.gov](mailto:belgrade_jobs@usaid.gov).**
- 5. POSITION TITLE: USAID Financial Assistant**
- 6. MARKET VALUE: 24,906 Euro – 34,864 Euro** equivalent to FSN-8

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Serbia. Final compensation will be negotiated within the listed market value.

- 7. PERIOD OF PERFORMANCE:** Five-Year Period of Performance with possibility to renew in accordance with ADS 309: - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.
- 8. PLACE OF PERFORMANCE: Belgrade, Serbia, U.S. Embassy,** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Solicitation is available for Cooperating Country National (CCN). In regard to this solicitation, a CCN is considered any individual who is a Serbian country citizen, or a non-Serbian country citizen lawfully admitted for permanent residence in the cooperating country.  
  
Under current law, non-Serbian and American citizens must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.
- 10. SECURITY LEVEL REQUIRED:** Facility access approved by the U.S. Embassy RSO at post.

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

Working for the USAID/Serbia Mission Financial Management Office (FMO), the incumbent ensures that his/her performance of duties and responsibilities reflects the core values of FMO. S/he is an integral part of the FMO team responsible for meeting the programmatic and administrative objectives and goals of USAID/Serbia Mission.

The incumbent provides financial administrative services to USAID/Serbia and client missions and operating units (Middle-East Regional Platform (MERP), Overseas Support Office (OSO), Regional Inspector General (RIG), Syria Transition Assistance and Reconstruction Team (START), Lebanon, Yemen, Libya, & Tunisia). The incumbent works with each operating section in the Financial Management Office, Payment,

Accounting, and Financial Analyst, to provide financial and administrative support. These financial duties include budget analysis, projects, and reporting activities. The Financial Assistant reports to the Chief Accountant.

The incumbent will provide financial and analysis support for the Mission's program portfolio consisting of Economic Growth, Democracy and Governance in support of the Financial Analyst (FA), Supervisor of Payments and Chief Accountant. The Financial Assistant maintains a close relationship with the Supervisor of Payments, Financial Analyst, and Chief Accountant with whom they address all financial policy requirements and issues for their designated roles and responsibilities.

The job may require work-related travel.

*b) Statement of Duties to be Performed*

A. Payment Section Support:

- Receives, stamps, and records in Phoenix financial system all incoming invoices/vouchers received for payments, advance requests and collections for USAID/Serbia and client missions.
- Creates an electronic voucher folder for the invoice received in ASIST and uploads the vouchers with supporting documents to ASIST, and routes the voucher folder to the approving official (e.g. AORs/CORs and Executive Officers). The incumbent must be able to identify each type of voucher and determine the individual(s) responsible for providing administrative approval/acceptance, the properly designated payment due date, and any other special processing requirements. For vouchers/invoices routed outside of ASIST, the incumbent prepares approval forms for all payment documents. Returns unacceptable invoices/vouchers to the appropriate office for correction and follows up with approving officials (e.g. AORs/CORs and Executive Officers) on the status of these vouchers to ensure processing in a timely manner.
- Monitors the computerized Mission Voucher Tracking System (ASIST). Reviews voucher log daily to follow up on vouchers needing approval/acceptance.
- Maintains a spreadsheet for tracking of requests received for crosswalks related to administrative payments that are processed by the United States State Department in Serbia and client missions. Assigns ASIST MI tracking number to crosswalk requests and records in the spreadsheet when crosswalks are issued by designated Voucher Examiners

B. Financial Analysis:

- Assist the Financial Analyst with reviewing and analyzing complex program vouchers paid directly at post. During this review the Financial Assistant conducts special, in-depth reviews of specific line items, expenditure types, and / or supporting documentation at the request of the contracting officer's technical representative or the agreement officer. After the voucher review, the Financial Assistant updates the budget execution tool which links the payment to the award budget. Any discrepancies are promptly reported to the AO or AOR.
- The Financial Assistant tracks and monitors outstanding advances within the designated portfolio and implements appropriate enforcement or recovery actions.

Where required, the Financial Assistant elevates the collection issues with the Supervisory Voucher Examiner.

- Assist Financial Analyst with conducting pre-award surveys and assessments of prospective grantees and host country entities evaluate their financial and institutional capability to manage U.S. Government project funds.
- Performs follow-up to ensure that all special award conditions are implemented appropriately and timely by implementing partners ensuring institutional capacity development. This will include providing financial support and capacity development assistance to strengthen development sustainability.
- Assists with executing the Mission's annual FMFIA and ERM assignments.
- Assist with performing section 1311 reviews of unliquidated commitments, develops accrual estimates, and prepares pipeline reports on a quarterly basis in coordination with the technical team and under the guidance of the Financial Analyst.
- Coordinating the Mission's quarterly portfolio and financial strategic review presentations with the Financial Analyst.
- Assists with preparing in depth financial analysis and reports and summarizes corrective action recommendations.
- Assists the FMO team with preparing documents identified as audit samples during audits.

C. Administrative Duties:

- Administrative duties include translating verbally and in writing from Serbian into English and from English into Serbian as needed.
- Mission timekeeper responsible for ensuring that all time and attendance is reported. In addition, transmits the time and attendance file to the US disbursement center.
- As required by workload, the incumbent may be assigned to the Front Office, or assigned to support other offices if administrative assistance is needed.
- Electronic filing of all FMO Specific Documents for USAID/Serbia and client missions:
- Regularly files all financial documents and ensures that all supporting documents for each financial transaction are filed with relevant documents.
- Creates the electronic folders in the appropriate electronic file cabinets to enable easy and quick access, and search for documents.
- Conducts search for the documents.
- Receives and scans cleared documents as attachments in the appropriate electronic folders.
- Identifies each type of the document and properly stores it in the designated cabinet.
- Creates, designs, and maintains the database folders as per guidance to ensure the database system works properly.
- Maintains electronic records in ASIST and determines the accuracy of the electronic subject folders.

- Runs reports in ASIST to determine the accuracy and/or provide statistical or other information as requested by staff or as part of the Mission's regular in-house ASIST reporting schedule.

D. Accounting:

- Maintains official files for all accounting documents with supporting documents, including but not limited to funding documents, accruals, data calls, reviews of unliquidated obligations, and budgets.
- Assists in performing section 1311 reviews of unliquidated commitments with gathering supporting documents and reviewing Phoenix Viewer reports.
- Assists the FMO team with scanning of financial documents.
- Maintains a spreadsheet for tracking of documents that FMO receives in hard copy. Records the date received by FMO, designated FMO team member, and date when the Financial Assistant routes documents from FMO to other offices and/or client missions.

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

c) Supervisory Relationship

Works under the direct supervision of the Chief Accountant. Receives guidance from the Supervisory Voucher Examiner and Financial Analyst.

d) Supervisory Controls

The position is non-supervisory.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- Education:** Minimum of two or more years of college / University studies or equivalent in accounting, finance, auditing, business administration, or other financial management related fields are required.
- Prior Work Experience:** minimum of three years of entry level work experience, of which two years should be in related work with the international organizations, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is 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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

1. **Education:** Maximum number of points 15. All candidates meeting only the minimum requirement will receive a maximum of 10 points. Additional points, up to maximum 15 points, will be assigned if the candidate holds an advanced studies/training in financial related subjects (finance, accounting, economic, business administration).
2. **Prior Work Experience:** Maximum number of points 25. All candidates meeting only the minimum requirement will receive the maximum of 15 points. Additional points, up to a maximum of 25 points will be assigned if a candidate has more than 3 years of relevant experience.
3. **Language Proficiency:** Maximum number of points is 10. Fluent Serbian and English ability (Level IV Reading, writing, speaking) is required. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.
4. **Job Knowledge:** Maximum number of points is 20. The applicant must have a good level knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as the principles and accepted practices of governmental and business finance, accounting, budgeting and reporting. A good understanding of how development projects are designed, developed, implemented and an ability to quickly learn and perform at higher levels. Basic knowledge of relevant Serbian laws, regulations and procedures. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.
5. **Skills and Abilities:** Maximum number of points is 30. The applicant must be able to review and constructively critique basic technical and financial data orally and in writing. and a quick learner to take on more complex data as quickly as possible in order to perform at higher levels. Ability to work in a team and to maintain cordial and professional relationships with colleagues, host government and contractor/grantee personnel. Should be able to prioritize various assignments and take directions from various supervisor / technical colleagues. Must have an ability to use computer-based analytical programs and the data management systems. Advance proficiency in spreadsheets is required for standard software, including Microsoft Word, Excel, PowerPoint, and other software programs as designated. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.
6. Reference check - pass/fail

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form [AID 309-2](#), Cover Letter and detailed current resume or curriculum vitae providing email address and a daytime telephone number; plus
2. Offers must submit a list of three references who are not friends or family members, along with their contract information.
3. Offers must complete Google Form – [link](#)
4. 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**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Incomplete applications will not be considered.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
  - Background investigation forms
  - Medical clearance forms
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

#### **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:
  - a) Local Social Security System (LSSS) – All compensation payments made by the USG to enrolled employees are subject to LSSS employer contributions and employee deductions.
  - b) Annual Leave – PSC is entitled to 20 work days (160 hours) for the first three years of employment and 26 work days (208 hours) for more than three years of employment.
  - c) Sick Leave – Sick Leave is granted as needed.
  - d) All Locally Employed Staff who are working full time under personal services contracts are eligible for Supplemental Health Insurance.

e) All Locally Employed Staff who are working full time under personal services contracts are eligible for Life Insurance.

2. ALLOWANCES (as applicable):  
No allowances are applicable.

**VII. TAXES**

The PSC is personally liable to pay any yearly income tax (tax for the employees whose total annual income exceeds 3 times the average annual salaries in Serbia).

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

USAID regulations and policies governing CCNPSC and TCNPSC 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 as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	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](mailto:PSCOmbudsman@usaid.gov).