



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72012122R00001

ISSUANCE DATE: January 04, 2022

CLOSING DATE/TIME: January 03, 2023 (11:59 p.m. EST)

SUBJECT: Solicitation No.: 72012122R00001 for U.S. Personal Services Contractor (USPSC), Senior Advisor to the Controller (intermittent), GS-15, USAID/Ukraine

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 VIII** 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,

Ellen Zehr
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72012122R00001
- 2. ISSUANCE DATE:** January 04, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 03, 2023 (11:59 p.m. EST). Initially offers will be reviewed on February 03, 2022 and every 120 days thereafter as needed. If there is not a need during any 120 day period, any offers submitted will be rolled forward and evaluated in the next review period. USAID reserves the right to close solicitation at any time.
- 4. POSITION TITLE:** Senior Advisor to the Controller (intermittent) (multiple USPSC contracts may be issued under this solicitation).
- 5. MARKET VALUE:** \$112,890 - \$146,757 per annum, equivalent to **GS-15**. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** one (1) year, with four (4) option years. However, the contractor's service will only be required on an intermittent basis, not to exceed 11-months of service per year. Options may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds.
- 7. PLACE OF PERFORMANCE:** Kyiv, Ukraine. If approved, teleworking from the U.S. may be required.
- 8. SECURITY LEVEL REQUIRED:** Secret
- 9. STATEMENT OF DUTIES**

BASIC FUNCTIONS OF THE POSITION:

The Regional Controller's Office of Financial Management (OFM) provides full financial management services to Ukraine, Belarus, and Moldova. OFM is responsible for all regional financial management operations including budgeting, accounting, financial and progress reporting, risk and audit management, and financial management (note: certain financial management functions for Moldova such as Quarterly Financial Reviews are performed by the Financial Analyst in the USAID/Moldova program office).

The Senior Advisor will provide supplemental intermittent support primarily during absences of the Regional Controller or the Deputy Regional Controller (note: as the date of the Solicitation, the current Controller is leaving post in the Spring of 2022 and the current Deputy Controller will transfer to the Controller position. Thus, the Deputy Controller position will be vacant. Historically, the Deputy Controller position has been difficult to fill, and it is unclear if it will be filled during the FY 2022 or subsequent bidding cycles). In this capacity, the Senior Advisor will

oversee the OFM. The Senior Advisor will organize the work of 13 FSNs in the OFM. The Senior Advisor will serve as the principal manager for all financial management systems, practices and procedures and will be responsible for planning, directing, and administering comprehensive accounting, reporting and budgeting systems designed to provide senior Mission management with timely financial information for making operating decisions. He/she will oversee the formulation and preparation of the annual operating expense budgets; analyze proposed forward funding and existing obligation pipelines. He/she will be responsible for conducting pre-award assessments of proposed award recipients and financial reviews of awardees.

The Senior Advisor to the Regional Controller may also provide supplemental intermittent support to USAID/Ukraine's Office of Financial Management (OFM) during times of peak operational tempo and during critical phases of other OFM initiatives. It is expected that support will be required on an intermittent basis for approximately three to six months in the initial year, and potentially less in any subsequent option years.

The incumbent is expected to provide mentorship and coaching to USAID/Ukraine staff in his/her areas of expertise.

MAJOR DUTIES AND RESPONSIBILITIES:

During the absence of the Controller/Deputy Controller or as directed, duties and responsibilities of the position include:

- Serves as principal manager for all financial management systems, practices and procedures. Responsible for planning, directing, and administering a comprehensive accounting, reporting and budgeting system designed to provide senior Mission management with timely financial information for making operating decisions.
- Guides financial management of all appropriated funds available to USAID/Ukraine, Belarus and Moldova, including implementation of internal accounting controls to safeguard those funds and other USAID assets. Oversees operations to ensure effective use and accountability of all USAID-financed assistance.
- Oversees the formulation and preparation of the annual operating expense budget; analyze proposed forward funding and existing obligation pipelines. For current year budgets and allowed funds, assures effective management and funds controls are applied over operating expense and program funds.
- Coordinates implementation of Federal Managers Financial Integrity Act (FMFIA) internal control review process and Enterprise Risk Management (ERM) assessment. Identifies the appropriate accountability units and operating environment within the 3 Missions. Leads the Missions in the assessment of risks and development of control techniques, and ensures compliance with reporting requirements.

- Serves as the USAID/Ukraine and client Missions focal point for audit activities including identifying requirements and developing audit plans, reviewing all audit and inspection reports from the RIG, and reviewing actions to be taken in response to the findings and recommendations. Manages the financial audit program for host country recipient organizations.
- Is responsible for conducting pre-award assessments of proposed award recipients and financial reviews of awardees. Provides leadership to enhance the financial management capacity of local partner organizations.
- Assesses the operations of the Payments section to identify opportunities for best practices to maximize efficiency. Assists in the establishment of business processes to enhance USAID/Ukraine and Belarus as a value-added provider of financial information and services to USAID as well as our partners and stakeholders.
- Leads OFM input into the Quarterly Financial Reviews (QFRs), to assess financial health of activities.
- Provides direct support to the Chief Accountant (CA) in supervision and management skills to ensure the Accounting and Payments Sections run effectively and efficiently.
- Supports staff development and training for all regional OFM staff. Support focused development of skills and abilities of newly hired OFM staff- to include 2 Financial Analysts and 1 Accountant.
- Serves as the Mission's authorized certifying officer. Takes the lead in resolving method of payment, cash management, cost reasonableness and disbursement issues for projects.
- Provides Mission staff with assistance and advice relative to USAID financial management regulations and procedures. Contributes to Mission-wide policy and strategy formulation, staff development and resource management decisions.
- Participates in the analysis of the International Cooperative Administrative Support Services (ICASS) budget and serves as a USAID member in the ICASS Budget Committee; coordinates with mission management on ICASS matters, including ICASS invoice review.

SUPERVISORY RELATIONSHIP:

The incumbent will work under the direct supervision of the Regional Controller of the USAID Regional Mission for Ukraine and Belarus, or the Mission Director in his/her absence.

10. AREA OF CONSIDERATION: U.S. Citizens only

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

12. POINT OF CONTACT: All questions and offers must be submitted by email to KyivVacancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A Bachelor's degree or higher level in accounting, finance or business administration, or related field to the Statement of Duties, is required.

Prior Work Experience: Ten years of progressively responsible experience performing and supervising financial management operations for a USG agency, USG Implementing Partner, Non-Governmental Organization, and/or other donor in the international development arena is required. Experience must include:

- USG accounting, audit management, budget formulation and execution, financial analysis, and management controls
- at least one year experience at the senior (office director or above) level within an organization specializing in international development
- at least seven years of supervisory experience
- at least five years of experience as a certifying officer
- at least five years of overseas work experience

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Security and Medical clearances: The ability to obtain the required security and medical clearances in a reasonable timeframe is considered a minimum qualification. See Section V.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical tests, interviews, and reference checks to determine the most qualified/highest-ranked offerors. Reference checks

may be conducted with the highest-ranked offerors. Reference checks may be conducted with individuals not provided by the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offerors at the conclusion of evaluations.

Education (10 Points): A Bachelor's degree or higher level in accounting, finance or business administration, or related field to the Statement of Duties, is required.

Prior Work Experience (40 Points): Ten years of progressively responsible experience performing and supervising financial management operations for a USG agency, USG Implementing Partner, Non-Governmental Organization, and/or other donor in the international development arena is required. Experience must include:

- USG accounting, audit management, budget formulation and execution, financial analysis, and management controls
- at least one year experience at the senior (office director or above) level within an organization specializing in international development
- at least seven years of supervisory experience
- at least five years of experience as a certifying officer
- at least five years of overseas work experience

Knowledge (20 Points):

Thorough knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as the principles and accepted procedures of U.S. Governmental and business financial accounting, budgeting and reporting, Knowledge of USG auditing standards. Familiarity with other relevant USG (DOS, GAO, Treasury) policies and regulations. Strong understanding of international development project planning and implementation procedures, and USG organization and operations.

Skills and Abilities (30 points):

- Possess a high level of managerial, leadership, analytical, and decision making skills to lead the various elements of a complex financial management operation and provide financial services to a wide range of clients;
- Able to work independently with minimal supervision, be able to exercise sound judgement, and be able to provide formal and informal training;
- Able to conceptualize and create innovative solutions to increase efficiency, improve customer service, and meet changing work demands;
- Have excellent interpersonal skills and the ability to work professionally in a high-stress, multi-cultural team setting with diverse stakeholders;

- Have superb, native-level (or equivalent) English communications skills (written and spoken); and
- Have intermediate user skills in the following IT applications and platforms: Google and Google Calendar, Microsoft Office suite (especially Excel).

Total Points: 100 pts

IV. APPLYING

1. Eligible Offerors are required to complete and submit *all* the following documents and information in English in order to be considered for the position:
 - a. ***Completed and signed*** form AID 309-2, “Offeror Information for Personal Services Contracts,” available at <https://www.usaid.gov/forms>. ***Only include base salary information in box 4 of sections B and C.*** Do not include bonuses, differentials, cost of living allowances, or other types of compensation. During negotiations, salary history may be verified through pay slips, earnings and leave statements, or other appropriate documentation.
 - b. A cover letter of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III of this solicitation;
 - c. A resume or *curriculum vitae* (CV) of not more than 3 pages which, at a minimum, describes education, experience and career achievements relevant to the evaluation and selection factors in section III of this solicitation;
 - d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror’s ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.

Late, incomplete, and/or un-signed offers will not be considered

2. Offers containing all required documents must be received by the closing date and time specified in **Section I, item 3**, and submitted electronically to the email Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors should prominently reference the Solicitation number in the offer submission.

V. PRE-AWARD DOCUMENTATION / LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (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, needed to obtain medical and security clearances.

1. Medical History and Examination Form/ Medical Clearance Update (DS-1843; DS-1622 /DS-3057)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (SF-87)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

Within 2 weeks after written notice from the CO that all required clearances have been received, or unless another date is specified by the CO in writing, the selected offeror shall proceed to Kiev, Ukraine to perform the services specified in section I, item 9.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, an Off-shore hire USPSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
 Employer's FICA Contribution
 Contribution toward Health & Life Insurance
 Pay Comparability Adjustment
 Annual Increase (pending a satisfactory performance evaluation)
 Eligibility for Worker's Compensation
 Annual and Sick Leave
2. **ALLOWANCES (If Applicable)*:**
 Temporary Quarters Subsistence Allowance (Section 120)
 Living Quarters Allowance (Section 130)
 Post Allowance (Section 220)
 Separate Maintenance Allowance (Section 260)
 Education Allowance (Section 270)
 Educational Travel (Section 280)
 Post Differential (Section 500)
 Payments During Evacuation/Authorized Departure (Section 600)

*Dept. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

As a matter of policy, and as appropriate, a Resident Hire USPSC is normally authorized the following benefits:

BENEFITS:

Employer's FICA Contribution
 Contribution toward Health & Life Insurance
 Pay Comparability Adjustment
 Annual Increase (pending a satisfactory performance evaluation)
 Eligibility for Worker's Compensation
 Annual and Sick Leave

In accordance with AIDAR, Appendix D, 1 (Class Deviation M/OAA-DEV-AIDAR-21-02c):

(b) Definitions:

(5) Resident Hire U.S. Personal Services Contractor (PSC) means a U.S. citizen or resident alien who, at the time of contract award, --

(i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.; or

(ii) is a spouse or dependent of a U.S. citizen or resident alien with U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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>.

Line Item Table

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
2001	OP 2 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
3001	OP 3 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
4001	OP 4 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available are 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/workusaid/personal-service-contracts-ombudsman> The PSC Ombudsman may be contacted via: pscombudsman@usaid.gov.