SOLICITATION NUMBER: 72068022R10007

ISSUANCE DATE: June 30, 2022

CLOSING DATE/TIME: July 28, 2022, at 12:00 noon Cotonou Local Time


(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, Sections I through V 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,

James Berscheit
Regional Supervisory Executive Officer
West Africa

U.S. Agency for International Development
C/O American Embassy, 01 B.P. 2012
Cotonou, BENIN
Tel: (229) 21-36-76-00, 21-30-06-50
Fax: (229) 21-30-12-60
http://www.usaid.gov/bj
I. GENERAL INFORMATION

1. SOLICITATION NO: 72068022R10007

2. ISSUANCE DATE: June 30, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 28, 2022, at 12:00 noon Cotonou Local Time

4. POINT OF CONTACT: Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov

5. POSITION TITLE: Financial Analyst

6. MARKET VALUE: FCFA 18,024,666 – FCFA 33,345,636 equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Benin
   Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five-year renewable contract. The estimated start date for this position is October 2022 or sooner. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.

8. PLACE OF PERFORMANCE: Cotonou, Benin with possible travel as stated in the Statement of Work.

9. ELIGIBLE OFFEROR: Both Cooperating Country National (CCN) and Third Country National (TCN) Personal Service Contractor (PSC) are eligible offerors. (Per ADS309.3.1.4 (d) Order of Preference for Types of PSCs).

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES

   a) General Statement of Purpose of the Contract
   The United States Agency for International Development Mission to Benin, USAID/Benin, with an annual program budget of approximately $38 million, includes program objectives in health and general development services. The programs include a strong cross-cutting focus on governance to promote transparent and accountable management of public resources. USAID is staffed with four US Direct Hire Foreign Service Officers, three USPSC, one TCN Personal Services Contractor, and thirty Foreign Service Nationals (FSNs). The Office of Financial Management (OFM) is responsible for the control and financial management of USAID/Benin.
This includes managing processes such as: budget planning, clearing funds availability and managing obligations, tracking and payment of vouchers, pre-award assessments, financial reviews, audit tracking, and other financial analysis assistance to the Mission. The Financial Analyst position is located in OFM, promotes sound financial management practices and provides necessary assistance to ensure an adequate and acceptable level of accountability and control. The incumbent works closely with his/her colleagues in OFM to perform his/her duties, as some of the data is drawn from the accounting system and vouchers received. The primary purpose of this position is to: perform analytical tasks related to the financial management of development activities for the Development Objective (DO) Teams; conduct financial and internal control reviews on the internal management of USAID/Benin and its grant recipients; improving financial and administrative procedures; serve as the Controller's representative regarding DO Teams activities; and is empowered to conduct Controller functions in accordance with an approved delegation of authority.

b) **Statement of Duties to be performed**

**Development Objective Program Support Responsibilities 40%**

1. Assist Development Objective (DO) teams in providing guidance and technical support, such as financial accounting, reporting, budget control policies, in all financial management matters related to DO programs and activities from design through close-out.

2. Assist DO Teams during the program and activity design phase, including: advising DO Teams on USG and host country contribution requirements; advises CORs/AORs on the financial implementation of their activities; assisting in developing obligation and expenditure projections; reviewing funds availability; reviewing budgets; conducting indirect cost rate reviews prior to approval and inclusion into the budget; advising on implementation methods and financing mechanisms; and ensuring that appropriate financial reporting and auditing language is inserted in awards.

3. Participates and provides financial input during the project implementation review (PIR) sessions and other team activities as appropriate.

4. Assists CORs/AORs with amendments to grants, cooperative agreements, and contracts by reviewing costs estimates and pipelines, ensuring compliance with Assistance Agreements, and ensuring funds availability.

5. Assists in managing obligations performs continuous support and specific pipeline reviews for DO activities. Reviews recommendations for de-obligations made by CORs/AORs after pipeline reviews. Determines whether the DO Teams pipeline and planned obligations are adequate to finance the mortgages.

6. Reviews planned expenditures, establishes procedures and controls for accruals, provides guidance, and reviews accruals.

7. Serves as the audit control officer for designated DO Teams. Identifies and controls the DO team-related audit inventory. Coordinates the audit contracting process for the DOT to include reviewing and clearing of audit scopes of work. Serves as DOT audit liaison for ongoing audits. Monitors, reports on and assists in closing DOT related audit recommendations. Enters audit recommendation closures into the Consolidated
Audit and Compliance System (CACS), and then monitors the status sent from Washington.

Financial Assessments, Reviews, Analyses, and Institutional Financial Management Capacity Building  40%

1. Assesses prospective grantee's and contractor's administrative and institutional capabilities to implement operations procedures and cash management practices. Provides an opinion on the confidence to be placed on the grantee's internal controls and offers advice to grantees on weaknesses and possible solutions to identified problems.

2. Monitors and reviews the financial and accounting performance of implementing agencies, such as: government agencies, grantees, and contractors, to ensure that implementation plans, contracts, agreements, and procedures manuals are being complied with and that appropriate corrective measures are taken in a timely manner. Drafts site visit reports to detail findings and recommendations, and then tracks and follows-up on the implementation of the recommendations.


4. Participates in donor groups to understand and represent USAID/Benin's viewpoint on various government reform efforts that impact USAID/Benin, as applicable. Within the same sector, reviews other donors' audits and reviews of the host government, as applicable, to minimize duplicity and to learn best practices for implementation into USAID/Benin programs and activities.

5. Conducts financial management training to grantees, host government employees, and contractors and/or prepares specifications for statements of work for Mission-contracted financial management training, as needed.

6. Coordinates Mission compliance with meeting legal requirements for host country contribution under the 1961 Foreign Affairs Act (FAA). Works with Government of Benin (GOB) counterparts in appropriate ministries and DO teams to promote awareness of FAA requirements and devise a transparent, easy-to-manage system for computing host country contributions that satisfy reasonable audit requirements. Monitors cost sharing and Host Country Contribution (HCC) for USG-funded activities.

7. Conducts financial reviews to include verifying all activities on the Local Currency Trust Fund and Host Country-Owned Foreign Currency Fund(s), as applicable.

Internal Control Responsibilities  10%

Helps coordinate the process of Mission compliance with requirements of Federal Managers Financial Integrity Act (FMFIA). This includes helping coordinate an annual review of the adequacy of internal controls systems and management procedures at USAID/Benin. Develop and distribute the FMFIA review checklist to all assessable units for completion. Compiles the completed FMFIA review checklists into a mission-wide document. Determines the need for or extent of compliance testing in conducting internal control reviews. Validates the answers given by the assessable units or modifies responses based on testing results. Helps prepare the FMFIA review Certification Letter, obtains MCRC members' clearance and signature by the Mission Director, and submits the letter to USAID/Washington. Drafts Corrective Action Plans (CAPs) for
identified weaknesses and organizes regular MCRC meetings to approve the CAPs and review progress in addressing weaknesses. Recommends and prepares Mission policies (Mission Orders or Mission Notices) which describe management internal control responsibilities, policies, and procedures.

**Special Projects 10%**

Performs special projects and tasks assigned by the Controller, Chief Accountant or other USAID/Benin offices and DO Teams. Such duties and tasks will include serving on committees or task forces to resolve management problems; and participating in technical evaluation committees to review technical proposals and applications submitted by prospective contractors or grantees.

c) **Supervisory Relationship**

The FA is expected to work independently, and minimum supervision is received from the Chief Accountant or designee, who outlines assignments primarily in terms of desired results but is available for consultation as needed. Work is reviewed in terms of accomplishments and conformance with policy and regulations.

**Supervision Control**

This is a non-supervisory position.

d) **PHYSICAL DEMANDS:**

The work requested for this position does not involve undue physical demands

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

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be reviewed accordingly. The minimum qualifications required to be considered for the position are as follows:

a) **Education:**

Possession of US-equivalent bachelor’s degree in accounting, finance or business administration is required.

b) **Work Experience:**

A minimum of five (5) years of progressively responsible experience in professional accounting, or auditing, or financially oriented business management is required. Experience in public accounting or a U.S. Government agency is highly desirable.

c) **Language Proficiency:**

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language proficiency may be tested.
d) **Job Knowledge:**

A thorough knowledge and understanding of professional accounting and auditing principles, theories, practices, and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting is required. Must be completely familiar with financial analysis techniques.

e) **Skills and Abilities:**

Must be able to assess financial viability of USAID programs, to detect the financial strengths and weaknesses of projects and to make independent judgments on institutional capabilities and adequacy of accounting systems and controls. The incumbent must be able to present himself in a professional manner. The position entails frequent contacts with senior Mission employees, Beninese government officials, contractor personnel, and the requirement to establish and maintain such contacts. Must also be able to effectively communicate ideas and thoughts both orally and in writing. Solid interpersonal skills and an ability to work well with others are critical factors to successful job performance. Must be fully functional in Windows, word processing software, spreadsheet software, and database software. Must also be fully functional in using the internet and the Automated Directives System (ADS) to solve problems and research information, such as regulatory guidance. The incumbent must also be able to run the basic reports and queries in the accounting package used in USAID, to conduct financial analyses.

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.

Depth and relevance of qualifications will be primarily assessed by a review of candidates’ applications. After candidates’ applications have been reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

*Evaluation will be based on the following:*

- **Education**: Possession of US-equivalent bachelor’s degree in accounting, finance or business administration is required.

- **English & French Language Proficiency**: Fluency in English and French is required. Language proficiency may be tested.

- **Work Experience (30 Points)**: A minimum five years of progressively responsible experience in professional accounting, or auditing, or financially oriented business
management is required. Experience in public accounting or a U.S. Government agency is highly desirable. Demonstrated prior experience in analyzing data and presenting findings in written or oral form.

- **Job Knowledge (30 Points):**

  A thorough knowledge and understanding of professional accounting and auditing principles, theories, practices, and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting.

- **Skills and Abilities (40 Points):**

  Must possess excellent interpersonal skills to work collaboratively and maintain working relationships with all levels of Mission employees, Beninese government officials, and contractor personnel. Strong organizational skills, ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility on differing assignments. The ability to maintain high ethical standards relating to all areas of auditing, assessments, and surveys. Demonstrated good working knowledge of both written and spoken French and English. The incumbent should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate ideas and thoughts effectively with French and English-speaking staff members and the general public, including both French and English speaking and non-French or English speaking person. Proficiency in standard operating and application software, such as Windows; Microsoft Word; and Excel, and the ability to adapt and learn new systems.

Total Possible Points: 100 points

**SUBMITTING AN OFFER**

1) Eligible Offerors are required to complete and submit the following documents, or their applications will not be considered for this position:

   a) Signed U.S. government AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals) which is available at the following link: https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual_.doc
   All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc. If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov.

   b) A cover letter in which you discuss only the relevant portion of your experience which qualified you for the Job we are offering in this solicitation.
c) A current curriculum vitae (CV), in English. The CV (Resume) must contain sufficient relevant information to evaluate the application in accordance with the criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required.

Submission of a resume alone IS NOT a complete application. This position requires the completion of the forms and supplemental materials/information as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English.**

d) Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews (as needed). Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

e) Relevant educational certificate(s), and resident permit (as needed);

2) 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, item 4**.

3) Offeror submission must clearly reference the solicitation number on all offeror submitted documents.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: cotonouhr@usaid.gov, and copy Clemencia Acacha at cacacha@usaid.gov, and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

**IV. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer (CO) will provide instructions to the about how to complete the following forms, after an Offeror is selected for a contract award:
1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Fingerprint Card (FD-258)

V. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**
   - Medical Insurance
   - Annual Leave
   - Local and American Holidays
   - Annual Bonus

2. **ALLOWANCES:**
   - Miscellaneous Benefits Allowance
   - Education Allowance (as applicable)

VI. **TAXES**

Taxes calculation and payment are made as per the local compensation plan.

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:


2. Contract Cover Page form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms); Pricing by line item is to be determined upon contract award, as describe below:

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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.