



SOLICITATION NUMBER: 72066021R10017

ISSUANCE DATE: September 21, 2021

CLOSING DATE/TIME: October 19, 2021 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (DRG), based in Kinshasa**

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 Attached 1.

Sincerely,

/S/

Samuel Matthews
Contracting Officer

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Development
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066021R10017
2. **ISSUANCE DATE:** September 21, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 19, 2021, at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE: USAID Project Management Specialist (DRG)**
6. **MARKET VALUE:** Equivalent to **FSN-12** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE: Five (5) years**, estimated to start **o/a March 2022**. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE: Kinshasa, Democratic Republic of the Congo** with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS: Cooperating Country Nationals as defined in AIDAR Appendix J:** “Cooperating country national (“CCN”) 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:** Security Certification issued by the U.S. Embassy Regional Security Office.

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

The Democracy, Human Rights, and Governance (DRG) office designs and implements programming at the center of U.S. foreign policy priorities in the DRC. The team works directly with local government institutions, civil society, and private sector to implement programming on: Elections and Parliamentary Strengthening, Countering Trafficking in Persons, Anti-Corruption (including in the public services and mining sector), Local Governance, Rule of Law, Human Rights, Media and Press Freedom, and Civil Society.

Under the general supervision of the USDH DRG Office Director, the USAID Project Management Specialist (DRG) is the most senior CCN position in DRG and is responsible for

providing strategic planning, leadership, management, and technical expertise to ensure the well-coordinated and effective program implementation of the USG democracy, human rights, and governance portfolio in USAID/DRC. The incumbent is responsible for overseeing and ensuring quality design, implementation and monitoring of programs/projects/activities related to the DRG sector, covering all the programming in the areas of Rule of Law and Human Rights, Good Governance, Political Competition and Consensus Building, and Civil Society in the Democratic Republic of Congo (DRC). Responsibilities include program/project/activity development, coordination, monitoring and evaluation, reporting, and close collaboration with implementing partners (IP) to ensure implementation is carried out in accordance with USAID strategic objectives, policies and regulations, and internationally recognized best evidence-based practices in DRG support. The Specialist is also responsible for overseeing the DRG budget and directly supervising two FSN staff members.

This position is an essential leadership position within DRG. Serving as a senior strategic and technical advisor, the Specialist serves as an integral and permanent member of the DRG team, represents USAID at official national government events, national and international fora, donor forums and technical working groups to advise on policies, strategies, and technical issues, as well as coordination among implementing partners and other USG agencies, and represents the team in multiple USAID Cluster Working Groups and in the Development Objective (DO) teams. The Specialist ensures DRG elements are integrated in other sectors: Health, Education, Economic Growth, Peace and Security, Environment etc. The incumbent is a key player in the U.S. Mission's interagency DRG efforts. This position requires highly specialized technical skills, expert subject matter knowledge, political and diplomatic tact, complex problem-solving skills and significant experience related to the respective field of democracy, human rights and governance, has a mastery of global DRG issues, as well as the entire USAID/USG DRG portfolio.

2. *Statement of Duties to be Performed*

a. USAID and Interagency Program/Project/Activity Planning and Management 75%

The Specialist is responsible for all aspects of Agency DRG programs/projects/activities: planning, designing, organizing, monitoring implementation, coordinating, and monitoring for results. The Specialist serves as a consultant to host- government and other in-country partners in matters related to activities in the DRG sector. The Specialist also serves as the CCN Deputy Director of the DRG Office.

In carrying out these responsibilities, the Specialist:

1) Takes an active role in developing DRG programs goals, objectives and initiatives and leads the preparation of required design documents, directives, memoranda, statements, and proposals, including scopes of work, scopes of objectives, action memoranda, justifications, program descriptions, waivers, independent government cost estimates, pre-obligation checklists, activity checklists, IEE, RFA, RFP, activity extensions, and reviews of IP performance.

2) Introduces new initiatives and recommends effective operations consistent with the USAID's DRG strategic framework and its development objectives, including promoting participatory, representative, and inclusive political processes and government institutions, fostering greater

accountability of institutions and leaders to citizens and to the law, protecting and promoting universally recognized human rights, and integrating democracy, human rights and governance principles and practices across USAID's development portfolio.

3) Works closely with senior and mid-level host-government ministry officials, institutions, and international and non-governmental organizations to coordinate DRG efforts, raise awareness among DRC citizenry and civil society organizations on DRG issues, and provide technical assistance. Partners include host government ministries, international organizations (IOs), local non-government organizations (NGOs), private sector, and civil society organizations (CSOs), donors involved in DRG activities in the DRC. The Specialist serves as the USAID/DRG advisor to the host country Ministries of Justice (MOJ), Human Rights, Interior (MOI), Decentralization (MOD), Media and Communication, Education and Citizenry, Gender and to host country institutions including the Independent National Elections Commission (CENI), Electoral Management Bodies (EMB), the Human Right Commission (CNDH), the Parliament, and the High Council of Magistrates (CSM), and the High Council of Media (CSAC).

4) Ensures that DRG programs/projects/activities conform to USAID strategies, policies, directives and guidelines. Works closely with other USAID technical offices to integrate participation, inclusion, and country ownership throughout USAID's portfolio, including in working on education, health, and economic growth for more responsive governance, local capacity building, and sustainable development.

5) Monitors, provides guidance to, and oversees results of activities funded through grants, contracts, cooperative agreements, and other mechanisms to accomplish DRG programs strategic objectives; monitors implementation of activities and collaborates with each partner organization on a regular basis to ensure program results are achieved; performs regular site visits and meets with representatives of each organization and the beneficiaries to review progress. Contributes to reporting activity plans and results to Washington, D.C. and other key stakeholders.

6) Responsible for overseeing the DRG budget, together with the DRG Office Director.

7) Carries out COR/AOR responsibilities for cooperative agreements, grants, and contracts under DRG programs/projects/activities, provides appropriate technical directions and guidance and works in close collaboration with the Contracting/Agreements Officer, FMO, RLO as needed. Participates with IPs in the development of work plans for implementation of activities, activity monitoring, evaluation, and learning plans, development of independent activity evaluations, and branding strategy and marking plans.

8) Mentors and supports junior program managers and new A/CORs by providing on-the-job-training to improve their skills.

9) As the DRG team representative on at least one of the Mission Cluster Working Groups and the Development Objective teams, manages all aspects of quarterly field visits, including facilitating high level meetings with host country officials and implementing partners.

b. Administrative Management 15%

The Specialist is responsible for providing oversight and monitoring of the program activities as she/he is AOR/COR for including reviewing IPs narrative and financial reports, monitoring use of funds for adherence to proposed activities, preparing quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and preparing quarterly accruals.

The Specialist maintains files and records specific to the programs/projects/activities for which he/she is responsible, including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, assessment, evaluation, whenever possible these records will be filed electronically.

The Specialist will directly supervise two CCN staff members in the DRG Office- FSN-09 Project Management Assistant and FSN-10 Project Management Specialist. In this role, s/he is responsible for overseeing their professional development and administrative and activity roles related to their position.

The Specialist prepares and occasionally presents briefings for USG high-level visitors, and participates in making arrangements for visits and serves as a spokesperson as required. The Specialist serves as a control officer for site visits for agency and inter-agency senior-level officials, as needed.

c. Interagency Coordination 10%

The Specialist represents USAID and the USG at technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies, briefing senior Agency officials, U.S. Mission Country Team members and interested officials of other USG agencies as appropriate.

The Specialist participates as a USAID representative at inter-agency administrative and strategic planning meetings and on inter-agency technical working groups (TWGs) for purposes of developing approaches to strengthening existing activities with minimal overlap and unnecessary duplication.

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

3. *Supervisory Relationship*

The USAID/DRG Project Management Specialist works under the general supervision of the DRG Office Director. The position will supervise the one CCN Project Management Assistant, FSN-09 and the one CCN Project Management Specialist FSN-10.

4. *Supervisory Controls*

The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the USG and Mission portfolio. The Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

a. Education: Completion of a Master's Degree or local equivalent in International Relations, Public Administration, Political Science, Law, International Development, Development Sciences and Techniques, or in a closely related field involving Democracy, Human Rights, and Governance (DRG) is required.

b. Prior Work Experience: A minimum of seven (7) years of progressively responsible experience in the development, management, and evaluation of DRG programs, including at the grassroots community level is required.

c. Language Proficiency: Level IV English and French (fluent proficiency), both written and oral, is required; plus, Level IV of one or more normally spoken Congolese languages is required, e.g. Lingala or Swahili.

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 Quality Ranking Factors listed below will be the basis for evaluating and ranking applicants for the position.

QUALITY RANKING FACTORS (QRFs):**JOB KNOWLEDGE - 50 points**

- The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing DRG –related activities in the DRC, and the problems and policies in the DRC from the business, political, civil society, and social perspectives.
- The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the DRC; development problems in the DRG sector in the DRC and the region; the resources, resource constraints, and overall development prospects and priorities of the DRC and the region; and, a good knowledge, or the potential to quickly acquire such knowledge, of USG legislation, policy, and practice relating to assistance in DRG sector, programming policies, regulations, procedures, and documentation, and of the objectives and status of assigned activities.
- The Specialist must have specialized knowledge and demonstrated expertise in the area of DRG, including Rule of Law and Human Rights, Good Governance, Political Competition and Consensus Building, Media, and Civil Society.
- The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the GDRC in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

SKILLS AND ABILITIES - 50 points

The work requires:

- excellent interpersonal skills, tact, and diplomacy in order to establish and maintain a wide range of senior-level and working-level contacts with DRG programs in government, non-governmental, and private-sector circles;
- the ability to work effectively within the Team and inter-agency environments, and to guide and mentor others; strong management and analytical skills, in order to strategize, develop, and implement effective USAID-supported DRG programs/projects/activities; and,
- strong budget tracking ability and administrative skills in order to track the performance of IPs.

The Specialist must:

- have the ability to interpret regulatory directives and related guidance; organize and present information, and to draft clear, concise documents; and,
- possess good computer literacy and capability, including ease and skill in using word processing programs, E-mail, spread-sheet applications, presentation software, and familiarity with the World Wide Web.
- be able to provide technical leadership in programmatic scale-up for impact-oriented results; and,
- apply knowledge of the ethical issues involved in DRG programming in the DRC.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

TOTAL POSSIBLE POINTS: 100

EVALUATION PROCESS:

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualification requirements for the position. A committee will then convene to review applications that meet and or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete, sign, and submit the **offer form- DS-174 Application** for U.S. Federal Employment with a **cover letter** and **CV**. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/>
2. Offers should also include **a supplemental document** of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills & Abilities).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **October 19, 2021 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

6. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066021R10017- USAID Project Management Specialist (DRG)**.
7. Please submit the Offer only once; and
8. **Late and incomplete Offers will not be considered.**

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Authorization for release of information form
2. Overseas Vetting Questionnaire
3. Diplomatic Security Identity Assurance System (DSIAS) enrollment form

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC paid under the LCP is normally authorized the following benefits and allowances:

1. BENEFITS (as applicable):
13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Group Medical Insurance Plan; Funeral/Death Plan: Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. ALLOWANCES (as applicable):
Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

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

USAID regulations and policies governing CCN 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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</i>	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.

END OF SOLICITATION