SOLICITATION NUMBER:  72012120R13
ISSUANCE DATE:   08/28/2020
CLOSING DATE/TIME:  09/17/2020 at 11:59 p.m. Kyiv Time

SUBJECT: Solicitation for a Voucher Examiner, Cooperating Country National Personal Services Contractor (CCN PSC) on the 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,

/s/

Ellen Zehr
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72012120R13

2. ISSUANCE DATE: 08/28/2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 9/17/2020 at 11:59 p.m. Kyiv Time

4. POSITION TITLE: Voucher Examiner

5. MARKET VALUE: Basic Annual rate (in U.S. Dollars): $19,494-25,344

   In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Ukraine forms the basis of compensation. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE: Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for five years, with the possibility of renewing. The renewal 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

8. SECURITY LEVEL REQUIRED: Foreign Service National Security Certification

9. STATEMENT OF DUTIES:

As a member of the USAID Mission to Ukraine and Belarus, this position is located at the Voucher Examination Unit of the Office of Financial Management team (OFM). The Voucher Examiner (VE) performs a full range of Mission support functions to USAID/Ukraine and Belarus. The VE also provides support services to the USAID/Moldova mission. USAID/Ukraine and Belarus and USAID/Moldova have diverse and highly technical program portfolios, combined they are in excess of $200 million and an operating expense budgets in
excess of $6 million in recent years. This results in over 1500 program and operating expense vouchers per year that are processed through the Treasury and FSC/Charlestown Financial Centers. Under the supervision of the Supervisory Voucher Examiner, the Voucher Examiner’s responsibilities are to examine and process vouchers and invoices of the Mission’s multi-million-dollar programs for long-term technical assistance. These include payments for contractors and grantees (both direct and host country), payments for USAID project and non-project activities and administrative operations, and recommendations for payment or requests for clarification or justification. Additionally, the VE is responsible for processing Foreign Service National (FSN) payroll, Official/Personal Value-added tax (VAT) Refunds, Cost-of-Living adjustment (COLA) payments and other Allowances, reconciliation of the Mission and Declining Balance Card (DBC) Travel cards and 1221 posting. The VE serves as a backup for another Voucher Examiner and the Supervisory Voucher Examiner.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. PROGRAM VOUCHERS**

Examines and processes invoices from multi-million dollar, long-term, project and program funded, host country and USAID direct technical assistance contractors and grant recipients.

1. Analyzes to ensure that claims are in accordance with contract provisions, control of budget line items, application of indirect cost rates and rate adjustments, level of effort required and payment documentation. Determines through the Phoenix accounting system that funds are obligated and are available for payment of the claim. Estimates expected average monthly cost and questions over or under expenditures. Ensures that authorizations, certifications and other documents are on file. Also ensures that payments are in accordance with applicable U.S. and Ukrainian or other applicable host country laws and regulations. Some of the contracts and grants are funded from multiple appropriations. For these multiple appropriation instruments, perform analysis and select the appropriate appropriation for the situation. Analyzes requests for advances and maintains control with expenses reports submitted by contractors and grantees. Controls advances to implementing partners, ensuring cash balance maintained by implementers is within USAID regulations and following up to ascertain why long-term unliquidated advances have not been liquidated. Maintains constant monitoring of actual and cumulative disbursements. Reconciles cumulative disbursements with the reports submitted by grantees and contractors.

2. Corresponds with contractors, grantees, host government officials, vendors and employees concerning vouchers being examined to request additional information regarding invoices and to provide guidance on voucher requirements. Prepares drafts outlining rationale for disallowance of questionable costs under grants and contracts.

3. Along with Contracting Officer’s Representatives (CORs)/Agreement Officer’s Representatives (AORs), Financial Analysts, and other Offices Team members, participates in reviews of USAID implementer financial systems and records. Provide recommendations to improve the capacity of financial systems and records. Provide assistance to contractors, grantees, and loan recipients in handling payment requests, advances and on the supporting documents necessary to process these payments advising them on how to submit vouchers, required attachments, advises on general issues such as timeliness, etc.
B. ADMINISTRATIVE VOUCHERS

1. Examines and processes various types of administrative invoices and/or vouchers including purchase orders, contracts, leases, utility bills, telephone bills, carrier transportation vouchers for air-tickets, medical expenses, allowances, and other miscellaneous vouchers. Verifies that they are correct and conform to terms and conditions of the authorizing documents, such as purchase orders, contracts, leases, etc., and with applicable regulations.

2. Verifies that all arithmetical computations on invoices vouchers are correct and accurate; and that all invoices/vouchers are administratively approved by the authorized and/or receiving officer indicating that the ordered goods and/or services are received in satisfactory condition and that the invoice/vouchers are proper for payment. Ensures that all supporting documentation including the original invoice, delivery or consignment note, or commercial bill of lading or airway bill, as applicable, are attached to the voucher.

3. Determines in coordination with the Accountants that funds are obligated and available for payment of the invoice/voucher. Verifies that the fiscal data on the voucher is correct and complete. Obtains, when necessary, additional information, documentation, and/or clarification on doubtful or questionable payments. Provides a payee advice and reasoning on payment disallowance.

4. Reviews and processes travel vouchers for Post Assignment/Departure, Home Leave, Rest and Relaxation (R&R), Educational, and Medical Evacuation, and Emergency Visitation travel for employees. Reviews claims and verifies that they conform to the travel authorization and regulations regarding routings, per diem, use of proper commercial facilities, etc. Prepares or verifies hypothetical travel itinerary when traveler deviates from authorized routing. Prepares Voucher Examiner's statement giving detailed explanation of any disallowances with references to pertinent regulations.

5. For travel advances, compute amount due to a traveler or the U.S. Government, after applying the outstanding advance to the travel expenditure report. Notifies a traveler promptly, and requests refund due the U.S. Government. Assists employees/travelers in preparation of travel claims and/or in computation of per diem.

6. Prepares different types of Journal Vouchers related to payments' processing. Logs payments electronically to track funds availability, and for posting and reconciliation purposes. Maintains and periodically reconciles Phoenix report records.

C. Administrative and Support Duties

1. Act as a backup for another Voucher Examiner. Also acts as the backup to Supervisory Voucher Examiner and approves all vouchers in Phoenix prior to certification in the absence of the Supervisor Voucher Examiner.

2. Prepare and process on a rotational basis with another Voucher Examiner:

- FSN payroll
- Mission and DBC Travel Cards reconciliation
3. Perform other miscellaneous related duties as assigned by the Supervisor.

SUPERVISORY RELATIONSHIP: Immediate supervisor is a Supervisory Voucher Examiner

SUPERVISION EXERCISED: None

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“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.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

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

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: kyivvacancies@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: University degree in Accounting, Finance, Business Administration, Public Administration or related Business degree is required.

Prior Work Experience: Minimum of three years of progressively responsible experience in payment processing, accounting, or related fiscal work is required; one year should clearly demonstrate the ability to perform financial analysis tasks. Must have a minimum of two years’ experience on computerized accounting applications.

Language Proficiency: Level IV (fluent) Speaking/Reading/Writing of English, Ukrainian, and Russian is required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.
Foreign Service National Security Certification and Medical Clearances: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

The probationary period is three months.

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/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to 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 offeror at the conclusion of evaluations.

10 points – Education: University degree in Accounting, Finance, Business Administration, Public Administration or related Business degree is required. Additional education in the aforementioned areas is desired.

20 points – Experience: Minimum of three years of progressively responsible experience in payment processing, accounting, or related fiscal work is required; one year should clearly demonstrate the ability to perform financial analysis tasks. Must have a minimum of two years’ experience on computerized accounting applications. Additional experience in the aforementioned areas is desired.

30 points – Knowledge: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and financial accounting, budgeting and reporting is required. Incumbent must have general knowledge of accounts payable and receivable operations. Must have a sound knowledge of financial spreadsheets, international payroll operations and accounting procedures. Advanced knowledge in one or more of the aforementioned areas is desired.

40 points – Skills and Abilities: Ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements is required. Ability to comprehend and logically and properly apply to the voucher examination process the various and detailed technical project regulations, terms and conditions. Must have tact and ability to explain clearly and convincingly the rationales for payment disallowances and the need for documentation to comply with maintenance of financial records and reporting requirements. Must be computer literate and able to apply computer skills with spreadsheets, databases and word processing. Advanced skills/abilities in one or more of the aforementioned areas are desired.

TOTAL POSSIBLE POINTS: 100 points
IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in English in order to be considered for the position.

   a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: [https://eforms.state.gov/Forms/ds174.pdf](https://eforms.state.gov/Forms/ds174.pdf)

      Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

      An Internal Offeror’s experience acquired before/after joining the U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to the offeror's qualifications could make the offeror ineligible for the position.

   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. Excess pages (beyond 2) will not be read or considered.

   c. **A CV or standard resume** of no more than 4 pages.

      Offerors who do not include all above required documents in their offer submission will not be considered for this position.

   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.

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 12** by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites will not be considered.

3. To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission.

   **NOTE:** Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.
V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Kyiv form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

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 salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
   a) Health and Life Insurance coverage
   b) Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):
   a) Meal Allowances: The annual amount is currently $853 for employees working on a full time basis.
   b) Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

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

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


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<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
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<td><strong>Year 1 – Compensation and Fringe Benefits/Other Direct Costs (ODCs)</strong>&lt;br&gt; Award Type: Cost&lt;br&gt; Product Service Code: R497&lt;br&gt; Accounting Info:</td>
<td>1 year</td>
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<td>$<em>TBD</em></td>
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<td>1001</td>
<td><strong>Year 2 - Compensation and Fringe Benefits/Other Direct Costs (ODCs)</strong>&lt;br&gt; Award Type: Cost&lt;br&gt; Product Service Code: R497&lt;br&gt; Accounting Info:</td>
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<td>2001</td>
<td><strong>Year 3 – Compensation and Fringe Benefits/Other Direct Costs (ODCs)</strong>&lt;br&gt; Award Type: Cost&lt;br&gt; Product Service Code: R497&lt;br&gt; Accounting Info:</td>
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<td>LOT</td>
<td>$<em>TBD</em></td>
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<td>3001</td>
<td><strong>Year 4– Compensation and Fringe Benefits/Other Direct Costs (ODCs)</strong>&lt;br&gt; Award Type: Cost&lt;br&gt; Product Service Code: R497&lt;br&gt; Accounting Info:</td>
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<td><strong>Year 5 – Compensation and Fringe Benefits/Other Direct Costs (ODCs)</strong>&lt;br&gt; Award Type: Cost&lt;br&gt; Product Service Code: R497&lt;br&gt; Accounting Info:</td>
<td>1 year</td>
<td>LOT</td>
<td>$<em>TBD</em></td>
<td>$ _TBD at Award after negotiations with Contractor</td>
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- AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
- AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

**EQUAL EMPLOYMENT OPPORTUNITY:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.