SOLICITATION NUMBER: 72068322R10010
ISSUANCE DATE: June 16, 2022
CLOSING DATE: July 15, 2022 – 11:59 p.m. (GMT)

SUBJECT: Solicitation for a Financial Analyst
Cooperating Country National Personal Services Contract (CCN/PSC)
(Niger 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.

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,
Kevin Sarsok
Executive Officer

[Signature]
I. GENERAL INFORMATION

1. RE-SOLICITATION NUMBER: 72068322R10010

2. DATE: June 16, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 15, 2022 – 11:59 p.m. (GMT)

4. POINT OF CONTACT: Recruitment team, email at Usaiddakar-hr@usaid.gov

5. POSITION TITLE: Financial Analyst

6. MARKET VALUE: From Step 1: FCFA 23,812,221 to Step 12: FCFA 32,988,293 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Niger. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a October 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Base Period</th>
<th>Option Period 1</th>
</tr>
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<tbody>
<tr>
<td>o/a October 1, 2022, to September 30, 2023</td>
<td>o/a October 1, 2023, to September 30, 2027</td>
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9. ELIGIBLE OFFERORS: USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Niger) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

BASIC FUNCTION OF

POSITION

The Financial Analyst (FA) position, located in USAID/Niger, is a member of the Regional Office of Financial Management (OFM) located in USAID/Senegal, and is under the administrative supervision of USAID/Niger
Program Office. The FA serves as the financial management expert for all USAID/Niger staff. The Financial Analyst serves as the OFM Controller’s representative regarding program activities. As a member of the technical teams, s/he is empowered to conduct financial management functions in order to achieve the program objectives including: (1) the financial aspects of implementing USAID programs and activities; (2) assessing their internal financial operations and practices; and, (3) providing technical assistance to support the capacity development of local organizations and host government entities. The FA receives technical direction and support from the OFM Deputy Controller and maintains close working relations with the OFM Chief Accountant and OFM Controller with whom they address major policy and operational issues.

The job holder is required to perform work-related travel.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. **Program Funds Management/Monitoring/Financial Analysis**  
   35%

   The FA performs financial analyses in close collaboration with Mission technical teams and makes recommendations on utilization of activity funds and managing pipelines. The incumbent prepares and/or reviews financial sections of Modified Acquisition and Assistance Documents (MAARD), contracts, implementation letters, grants, cooperative agreements, and other activity documents; performs funds control and funds availability functions; verifies accuracy of financial accounting data and appropriateness of documentation presented to support accounting entries; identifies and recommends adjusting entries to the accounts to bring the activity/program pipelines to accurate levels; reviews program activity vouchers, to include advance requests and liquidations; and makes appropriate recommendations to OFM’s payment section.

   The incumbent prepares and leads the quarterly financial review (QFR) to review pipelines, obligations, and procurement plans. Participates in the Mission’s semi-annual technical teams’ performance reviews by providing relevant financial information and responding to inquiries on funds disposition. Performs a detailed 1311 review prepared by the technical teams on a quarterly basis (or more often if necessary) in order to validate obligations, earmarks, and commitment balances and assists in the Mission’s 1311 certification. Assists the technical teams in performing financial close-out of agreements; prepares appropriate accounting documents such as journal vouchers to adjust accounting data as necessary. Performs a detailed review of the accrual estimates prepared quarterly by the Contracting Officer’s Representatives/Agreement Officer’s Representatives (CORs/AORs), and ensures the documents have appropriate details to support its accruals. Collaborates with the technical teams to prepare and monitor the Program Support, Objective 6 budgets.

2. **Capacity Reviews, Assessments, and Audits**  
   25%

   Assesses prospective recipients’ administrative and institutional abilities to implement programs/activities. Determines appropriateness and effectiveness of prospective recipients’ operational procedures and cash management practices. Uses professional judgment to provide an opinion on the confidence to be placed on the recipients’ internal controls and offers advice to recipients on weaknesses and possible solutions to identified problems. For significant deficiencies, collaborates with the COR or AOR to develop Special Award Conditions to address an organization’s weaknesses. Performs site visits and financial reviews to monitor the financial and accounting performance of recipients and assures that implementation plans and procedures are being applied and that appropriate corrective measures are taken in a timely manner. Writes field trip reports to detail findings and recommendations. Follow up on the implementation of recommendations.

   Participates as a member of the Missions’ Government-to-Government Assistance Teams (GAT), and conducts assessments on host government entities and ministries in accordance with USAID’s ADS 220 guidelines. Assists in the development of government risk mitigation plans and monitors implementation of the plans.
Implements and maintains the Audit Management Program for the Mission and coordinates with the Audit Management Officer (AMO) in accordance with USAID guidance and the General Accountability Office (GAO) Yellow Book. Identifies and controls the Mission’s annual audit inventory and audit plan. Coordinates the audit contracting process for the technical teams to include reviewing audit scopes of work. Serves as the audit liaison for ongoing audits. Monitors reporting and clears audit recommendations by solving financial and related problems and preparing supporting documentation for auditors. Conducts foreign audit environment appraisals and audit firm assessments. Becomes the point of contact for all audit matters with the Regional Inspector General in Pretoria (RIG/Pretoria).

3. Internal and External Financial Management Capacity Building 20%

Provides technical guidance and capacity building on FM procedures, accounting control requirements and local accounts financing to the technical teams and partners (host country officials, recipients, partners, USAID staff) in accordance with local laws, USAID and USG regulations, and best practices. Conducts Organizational Capacity Assessments (OCAs) with local implementers to help organizations shape and set priorities for actions it can take to strengthen its capacity. Makes recommendations on how best to incorporate capacity development activities with partners. With other Business Advisory Team members, develops and leads Capacity Building Workshops throughout the region for implementing partners to improve their financial and awards management acumen.

Guides the OFM team in providing excellent customer service for USAID/Niger staff. Works closely with Mission staff to train and advise on financial management topics, requirements, and regulations. Mentors OFM team members, focusing on training the Financial Analyst Assistants (FAAs) in coordination with the supervisor of the payments section. Trains the FAAs such that the FAA can perform most of the FA function when the FA is out of the office.

4. Strategy Development/Activity Design & Management Control Program 20%

Advises in the development of the strategic objective and results framework by preparing and/or reviewing financial sections of activity and agreement budgets. Advises the technical teams on how to develop the independent government cost estimate (IGCE) for activities. Provides the technical team pipeline reviews for obligations and serves as the Program Manager in the Agency’s procurement system. Participates in activity design teams and serves on technical review panels for new proposals to provide financial management technical expertise. Advises contracting and agreement officers on advances, payment options, and award types based on their organizational analysis. Participates in post award meetings to explain the financial management aspects of the award. Reviews the financial sections of work plans and provides input to expenditure plans and budgets. Serves on the GAT teams and assists in milestone development, reviews activity budget estimates, and incorporates the risk management plan into the activity design.

Assists the technical teams to conduct their annual Internal Control Assessment in accordance with the Federal Manager’s Financial Integrity Act (FMFIA) of 1982 by: 1) advising on the control environment and how to assess risk; 2) performing testing of controls if deemed necessary; and, 3) developing or improving control systems in order to address identified weaknesses.

Supervision Received: The Financial Analyst works with the Controller and/or his/her designee, and the more direct, but general, technical direction of the Deputy Controller, who provides overall objectives, suggests approaches to consider, and reviews completed reports and other assignments. The Financial Analyst independently manages his/her daily work operation, with the Deputy Controller and/or the Controller providing consultations and guidance on complex technical or significant policy issues, and
the Chief Accountant on all operational and policy issues. For administrative purposes within USAID/Niger, the Financial Analyst works under the supervision of the Program Office. The Financial Analyst’s work is evaluated based on accomplishments and for conformance to policy and procedures.

**Supervision Exercised:** This position is non-supervisory.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

a. **Education:** A university degree in Business, Finance, or Accounting is required, equivalent to a U.S. Bachelor’s degree.

b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible financial experience in financial analysis, budgeting, auditing, and/or accounting is required.

c. **Post Entry Training:** On-the-job training is provided on the USAID accounting and procurement systems, financial management, operating and control procedures. Attendance at USAID-sponsored workshops and training sessions on accounting, financial analysis, auditing and procurement management is encouraged, pending funds availability.

d. **Language Proficiency:** Level IV in English and French is required.

e. **Job 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 business financial accounting, budgeting, and reporting is required. A thorough knowledge of, or the ability to, quickly gain such knowledge of the Federal Acquisition Regulations (FAR), AID Acquisition Regulations, USAID accounting systems and procedures, USG contract/grant cost principles and administrative requirements, and audit management procedures, as well as other laws, regulations, and procedures associated with USAID financial management, is required. An understanding of, or the ability to quickly develop an understanding of, how USAID projects are designed, developed, implemented, and evaluated is essential.

f. **Skills and Abilities:** The Financial Analyst must be able to make informed recommendations on institutional capabilities of prospective and/or current implementing organizations, and the adequacy of accounting systems and controls; be able to develop and maintain contacts with USAID activity managers in order to ensure programs are carried out effectively; and, be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. In addition, the Financial Analyst must have a high level of analytical skill and sound judgment in order to effectively manage aspects of the Phoenix financial system to resolve problems, develop queries and reports, and recommend improvements; be capable of performing under pressure in a mature and responsible manner; to work accurately with attention to detail in order to give precise direction, and to compile/present detailed information in a concise and fully professional manner; have excellent interpersonal and facilitating skills in order to maintain effective working relations and effectively coordinate actions; and, to be innovative and a creative thinker in order to apply problem solving skills and in the development of specialized reports. S/he must be skilled in the use of computer based analytical programs, word processing, spreadsheets, and USAID data management systems. S/he must be able to mentor and teach colleagues on financial management principles.
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.

Selection Process
After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant’s references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education Pass/Fail based on the diploma required in the offer
2. Work Experience (40 points)
3. Language skills (10 points)
4. Job Knowledge (25 points)
5. Skills and Abilities (25 points)

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: usaiddakar-hr@usaid.gov with the following email subject line: [name of applicant] SOLICITATION 72068322R10010 Financial Analyst.

Qualified applicants are required to submit the following six (6) items in separate email attachments in one email submission:

1. Cover letter: The cover letter should contain an overview of the applicant’s qualifications and must state how the applicant meets the technical evaluation criteria: 1) minimum education, language
proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors. The filename should be: Cover letter [name of applicant] SOLICITATION 72068322R10010.

2. Current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068322R10010.

3. Applicants are required to provide no less than five (5) references who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068322R10010.

4. Offeror Information for Personal Services Contracts form AID 309-2 which can be found at http://www.usaid.gov/forms/. Offerors are required to complete and sign the form.

5. Copies of relevant academic degrees/diplomas, certificates should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] SOLICITATION 72068322R10010.

6. Copy of ID Card.

Offers must be received by July 15, 2022, and submitted to usaiddakar-hr@usaid.gov. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.
V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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 all the pre-award forms and clearances necessary (medical and security).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Niger.

Benefits: Annual bonus and Medical insurance.
Allowances: Transportation, Housing, Education and Seniority.

VII. TAXES

In accordance with Mission policy and local labor laws.

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

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


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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.