



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038622R10012

ISSUANCE DATE: March 15, 2022

CLOSING DATE/TIME: April 6, 2022 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) – Accountant.

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 a 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 Attachment 1.

Sincerely,

Ralph Christopher
Gomes Jr (affiliate)

Digitally signed by Ralph
Christopher Gomes Jr (affiliate)
Date: 2022.03.14 13:34:43
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R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038622R10012**
- 2. ISSUANCE DATE: March 15, 2022**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: April 6, 2022 / 23.59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
- 5. POSITION TITLE:** Accountant
- 6. MARKET VALUE:** INR 1,116,717 to INR 1,726,248 equivalent to FSN-9. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office.
- 11. STATEMENT OF DUTIES**
 - a) **General Statement of Purpose of Contract**

The Accountant position is located in the USAID/India Regional Financial Management Office (RFMO) under the supervision of the Chief Accountant. This position shares some of its responsibilities with the Budget Analyst and is responsible for the development and management of the Operating Expense budget for USAID/New Delhi and accounting for the

program/project/activity portfolio. The Accountant position is responsible overseeing the maintenance and routine review, reconciliation, and balancing of accounting records for, and reporting on, operational expenditures and technical program projects.

The work requires working in close coordination with the Executive Office, the Office of Program Support, and all Mission technical offices. The incumbent records, reviews, analyzes, adjusts, reconciles, and reports various financial transactions for the Operating Expense (OE) and administrative program funded activities for the India and Sri Lanka Missions. The incumbent is accountable for ensuring the establishment and maintenance of financial systems, records, and documents that are legal, ethical, accurate, and complete. S/he is also responsible for ensuring integrity of the accounting systems by conducting constant review and evaluation of internal accounting and control procedures and coordinating responses to audit recommendations including development of corrective systems or procedures as they relate to RFMO's Accounting Division.

b) Statement of Duties to be performed

A. Operating Expense (OE) Operations (35%)

The incumbent ensures that the OE accounting functions are operating effectively and efficiently and in accordance with USAID directives, regulations, and established procedures, participating in the development and monitoring of the operating expense (OE) budget. This includes capturing budgetary information necessary for submission in the Mission Annual Report (OE budgets, workforce planning, special operations, and account reporting), and implementation of the annual Program Support Cost Budget (workforce allocation, special requirements, etc.); and, monitoring budgets to ensure that spending patterns are consistent with allocations, and recommending adjustments as necessary. During the year, the incumbent develops detailed justifications to support requests OE budget requests to the Bureau. In consultation with the Regional Deputy Controller, Budget Analyst, and the Regional Controller, and taking into consideration existing problems, constraints, and potentially relevant developments, recommends area for improvement in the OE budget process.

The incumbent records all OE obligations in Phoenix for both OE and OE appropriations for India and Sri Lanka, ensuring that OE obligations do not exceed funds availability, and that funds are properly obligated and expended under each obligation in accordance with complex USAID accounting procedures. The incumbent verifies the accuracy of financial and accounting data and appropriateness of documentation presented to support accounting entries, and to support fulfillment of conditions precedent to disbursement. In addition, prepares journal vouchers for funding adjustments and posts in Phoenix.

The incumbent conducts the quarterly 1311 review and prepares evidence needed to carry over or de-obligate excess funds for all OE obligations. Posts cancelled checks and collections in Phoenix from source documents provided by the Embassy cashier and records all OE obligations for recurring expenditures, maintaining adequate detail in the Phoenix accounting system to provide information to Mission management.

The incumbent is responsible for maintaining the Mission End-to-End (E2) travel obligation system for all Mission travel, involving extensive knowledge of the E2 system and travel rules and regulations.

The incumbent is responsible for the reporting of American Time and Attendance for U.S. Direct High (USDH) and U.S. Personal Service Contractor (USPSC) staff in the Mission, and the review and reconciling of salary and allowances payments. Records and reconciles FSN Payroll. Reconciles Non-Expendable Property (NXP) records with MO/GS inventory records and prepares annual reports to USAID/Washington/OFM and maintains Expendable and NXP Disposal information.

The incumbent assists in the compilation, analysis, and submission of periodic accounting reports including those filed through the USAID Financial Data Collection Tool (Web Tool). These include reporting on Property, Plant and Equipment, Operating Leases, Expendable Property, Payroll-related accruals (Unfunded Annual Leave for PSCs, Foreign Service National Separation Pay, etc.); Payments to Federal Entities; etc. S/he also assists in the maintenance of NXP accounting records and related fiscal controls related to USG-owned property in the Mission. Also, through the quarterly accrual process, the incumbent computes United States Government liability towards payment of goods and services.

S/he is also responsible for ensuring integrity of the accounting systems by conducting constant review and evaluation of internal accounting and control procedures and coordinating responses to audit recommendations including development of corrective systems or procedures as they relate to RFMO.

B. Program Accountant Operations (25%)

The incumbent serves as RFMO representative to assigned Technical Offices or to discrete programs/projects/activities. Receives and analyzes requests from Agreement Officer's Representatives/ Contracting Officer's Representatives for commitment, obligation, sub-commitment, sub-obligation, and disbursement of funds. Examines documents to ensure funds availability; provides accounting classification, appropriation code, and funds code; and ensures amounts requested are available, the use of appropriated funds is legal and appropriate, and documentation received is complete. Provides information and advice to Mission staff and outside vendors/contractors/Implementing Partners concerning obligation activity, including payments, deductions, advances, required documentation, and other financial requirements. Maintains adequate detail in Phoenix accounting records and desk files to provide information for Mission management, the Regional Deputy Controller, and other superiors.

According to a schedule prepared by the Regional Deputy Controller, the incumbent works on the preparation of end of month and quarterly closing reports for USAID/Washington as well other reports as required. Maintains working files for assigned areas, including official documentation and amendments, conditions precedent documentation, implementation letters, etc. Prepares accruals worksheets for review and participates in quarterly accruals meetings. Reviews unliquidated balances on assigned obligations and programs/projects/activities.

C. Tax related Responsibilities (20%)

The incumbent is responsible for preparing the tax refund request to the Government of India after thoroughly analyzing the invoices received from projects, staff and other expenditure incurred by the Mission. The incumbent shall also liaise with the Government of India for receiving refund or providing any additional clarifications / documents. Once the refund is received, the incumbent shall also promptly post credits in respective Phoenix obligations without any delay every month. In case of any rejected tax claims, the incumbent shall coordinate with the project divisions and financial analysis section to intimate the respective projects for corrective action.

D. Other Operating Expense Functions (10%)

The incumbent is responsible for conducting an on-going, comprehensive analysis of Mission disbursements with the U.S. Disbursing Office (USDO). This involves the reconciliation of amounts posted with amounts reported by appropriation, budget plan code and obligation, the identification of non-posted amounts and verification of appropriations charged, and the initiation of steps to correct appropriation errors and ensure correct entries are posted to Phoenix. Based on the monthly SF1221 received from the USDO, prepares journal entries to distribute payments including FSN payroll made by the USDO, and cash payments made by the Embassy cashier.

E. Backstopping Responsibilities (10%)

Backstops other RFMO staff during their absence and as assigned may backstop the less-technical aspects of Financial Analysts during their absence or preoccupation. The Regional Deputy Controller and/or the Regional Controller may assign special projects as required by RFMO needs

c) **Supervisory Relationship:** Works under the general supervision of the Chief Accountant who makes assignments in terms of the work to be performed and priorities for the Office.

d) **Supervisory Controls:** Most work occurs during the normal course of the work cycle, with the incumbent being responsible for determining the relative priority of work at hand. The incumbent is responsible for determining when complex issues regarding policy require a review by superiors. Conflicts in determining priority are referred to the supervisor. Finished work is generally reviewed for adherence to fiscal management requirements, not for point-by-point accuracy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a) **Education:** Possession of a University Degree in Accounting, Finance or Business Administration (with a focus on finance) is required.

- b) **Prior Work Experience:** A minimum of three years of progressively responsible experience in professional accounting or budgeting is required.
- c) **Language Proficiency:** Fluency (Level IV) in speaking, reading and writing English and Hindi is required.
- d) **Job Knowledge:** An excellent knowledge and understanding of professional accounting principles, theories, practices, and terminology, as well as the principles and procedures of the host country government and business financial accounting, budgeting, and reporting is required. Must have, or be able to quickly gain, a fully comprehensive knowledge of USG law, regulation, and procedure relating to accounting, and financial operations, and the full range of skills and abilities required for financial program planning and analysis work. The incumbent must have, or be able to quickly gain, a working knowledge of USAID policies and procedures relating to accounting and controls as referred in the applicable sections of ADS 600 Series. And, the incumbent must have, or be able to quickly gain, a thorough knowledge of the organization and functions of the major program areas of the embassy.
- e) **Skills and Abilities:** Excellent analytical skills and sound judgment are required. The incumbent must be able to compile and present detailed financial information in a concise and professional manner. S/he must have the ability to analyze and develop procedures and internal controls to ensure the integrity of USAID financial data. S/he must be able to understand and implement financial management operations required by law or regulation. The incumbent must possess excellent communication skills to establish and maintain effective working relationships with American, third country, and locally employed personnel in USAID, other USG Agencies, USG implementing partners and other stakeholders. S/he must have strong word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, and Power Point. The incumbent must be able to analyze data to maintain accounts that accurately reflect complex interrelations among various functions, trends and funding options. The incumbent must be able to work with minimum supervision. The incumbent must be able to determine the need for various types of accounting entries and adjustments, to record and reconcile accounting information, and prepare complex reports that clearly articulate the results of operations, status of accounts and adequacy of funding levels. The ability to analyze numerous accounting records is required. The ability to determine the need for various types of entries and relating the purpose and objective of funds to their costs and fiscal requirements is required. The ability to develop and maintain active contacts with USAID staff; and the ability to present facts and recommendations in a clear, concise manner both orally and in writing is required. Good computer skills, and the ability to quickly gain knowledge of the software used in RFMO, currently Phoenix, is required. Knowledge of internet usage and good calculator and typing speed are required.

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>.

A. SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Phase-III: The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

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

- Work experience 25
- Technical Knowledge /Skills 25
- Interpersonal skills 25
- Communication 25

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:
http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc.
2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. Submit **electronic copies** of applications to: indiaper@usaid.gov.
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
5. 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**.

6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. * *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee's salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee's credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission's Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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:

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/ads/policy/300/aidar>
2. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands;
and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order

(hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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.

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: [e.g. R497] - Accounting Info: TBD	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

4. 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>
5. **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/resources_standards-of-conduct.
6. **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.

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial

probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate's responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.