



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038622R10015

ISSUANCE DATE: May 09, 2022

CLOSING DATE/TIME: June 1, 2022 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) – Development Program Specialist (Budget)

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,

R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038622R10015
2. **ISSUANCE DATE:** May 9, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 1, 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:** Development Program Specialist (Budget)
6. **MARKET VALUE:** INR 1,535,489 to INR 2,316,425 equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. 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/Consulate's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of Contract**

The USAID Development Program Specialist (Budget) position is located in the USAID/India Office of Program Support (PS). The primary responsibilities are formulation, justification, and implementation of the USAID/India program budgeting process. This is accomplished through sound skills and utilization of budget planning tools as well as through good communication and coordination skills. The position requires both strong budget analysis abilities as well as ability to produce clear, accurate and transparent budget tables

and charts that convey summaries of budget analysis to Mission leadership and other stakeholders. The average annual program budget level for USAID/India is approximately U.S. \$90 million. The Specialist provides analytical and narrative information to the Director and Deputy Director of PS, and all Technical Office (TO) staff with input on current and outyear program budgets, including issues concerning the annual Operating Year Budget (OYB), Country Development Cooperation Strategy (CDCS) funding levels by Development Objective, congressional notification requirements, availability of funds, etc. The Specialist prepares budget formulations for the annual Mission Resource Requests (MRRs), Congressional Budget Justifications (CBJs), Operational Plans, management reviews and pre-obligation checklists.

The Specialist must be able to communicate effectively to engage with Mission Leadership, Office Directors, and all TO Teams in developing the overall budget for each sector, project and activity. The Specialist liaises with the Regional Financial Management Office (RFMO) of the Mission for accounting related matters. S/he also coordinates with the USAID/Asia Bureau and other offices in Washington and is required to develop and maintain relationships with the inter-agency. The Specialist supervises a USAID Development Program Assistant who reports on program budget matters, and performs information gathering, budget analysis, and reporting duties. The job may be expected to perform work-related travel.

b) Statement of Duties to be performed

A. Annual Operating Year Budget (OYB) Management (50%)

The Specialist formulates the fiscal year program budget planning process for USAID/India. Prepares draft budgets in consultation with TO teams, and sends them to the Deputy Director, PS for review and feedback; incorporates inputs, and finalizes the annual budget; monitors implementation of the budget during a fiscal year; updates plans regularly; and suggests changes or revisions as appropriate. The Specialist also develops charts and tables that convey the results of analysis for use in both external and internal reports, while also engaging Mission leaders.

As a primary advisor providing support to Mission Office Directors, the Specialist develops activity level OYBs for projects and activities, in close coordination with TO teams. OYBs include prior year un-obligated carryover funds and current year appropriations. Work requires a thorough knowledge of the country and the TO portfolio, resource requirements, and analysis of activity expenditure rates and pipelines. OYB plans are discussed with and cleared by the Deputy Director and Director, PS, and approved by the Mission. The Specialist collaborates with the RFMO to track and record allowances, commitments, and obligations against budgets throughout the year for consolidated reporting and reviews; and assures obligations are made on time, in accordance with approved operational and procurement plans, within statutory and regulatory parameters, and that prior year carryover funds are obligated on a first-in-first-out basis. Reviews OYBs during the year; discusses issues with TO Teams, PS, and USAID/Washington; suggests changes in OYB allocations, as appropriate, and shares revised budgets with Mission and Bureau staff.

S/he prepares budget allowance requests according to funding requirements identified in the annual Operational Plan, and submits requests to the Asia Bureau's Program Office, through

the USAID/India Deputy Director for PS. Works with the Agreement/Contracting Officer's Representative (A/COR) and the RFMO to request de-allowance of un-obligated balances of funds at the end of the fiscal year, and re-apportionment and re-allowance in the following fiscal year. Tracks Presidential initiatives, congressional earmarks and directives, and assures they are reflected in the OYB and implemented. Prepares memoranda and/or change notices to request approval for additional funds, reprogramming, or emergency requests for funds. Assists TO teams in preparation of Global Acquisition and Assistance System (GLAAS) procurement requests; advises on required supporting documentation, such as Scopes of Work and budgets; and assures that appropriate funds are budgeted and available for obligation, and that new activity approval and pre-obligation requirements have been met; ensures that budgetary information included in public briefing documents is accurately reflected and documented. Regular communication is critical in this role, and the ability to collaborate across a number of offices and with Washington colleagues is an essential component of success in achieving PS goals.

In coordination with the RFMO and relevant TO, the Specialist calculates estimated average expenditure rates, mortgages and availability of funds for each activity to suggest timelines and amounts of incremental funding. The Specialist conveys budget information in clear, concise tables as well as charts and graphs, and must be prepared to introduce innovative tools that provide state-of-the art solutions to improve Mission budget processes. Finally, s/he participates and contributes to the Mission's pipeline and portfolio reviews, and other budget reporting tasks as needed as part of the PS.

B. Budget Formulation, Justification, and Planning (30%)

The Specialist maintains responsibility for the financial portion of the Operational Plan, prepared annually and updated several times during the year, which serves as the basis for the submission of congressional notification (CN). S/he maintains responsibility for interacting with other associated agencies, tracking other agency foreign assistance budget allocations against multi-agency budget submissions (Mission Resource Request (MRR), Congressional Budget Justification (CBJ), Operational Plan, etc.), tracking changes to submissions, and advising on appropriate placement of funds. As distinguished from the current year budget or OYB, the Specialist must be knowledgeable about resource requests for multiple fiscal years in order to advise on MRRs and CBJs, which convey out-year request information. At any given time, resources for three to four budget years totaling up to \$400 million might be under mission management, either for implementation or forward planning. Having a solid grasp of multiple year budget planning processes is critical to success, ensuring tools are in place for the tracking and planning of multiple budget years is essential.

Provides expert advice to PS and TO Teams on CN requirements, format and submission schedule; prepares draft CNs for TO Team and Program Officer review/comment; submits CNs to appropriate staff for processing and submission to Congress; tracks the CN clearance process in the Bureau and LPA; and advises PS and other TO staff on CN status, expiration dates, etc.

Performs long-term, multi-year resource planning, considering the Mission's strategic direction and program priorities, general bilateral budget trends and expected future-year budget levels, Life of Project (LOP) and mortgages of current and planned activities, and earmarks and directives.

Responds to scheduled and ad hoc budget requests from USAID/Washington, U.S. Embassy Sections, and Government of India requests, requests from TO Teams, specific congressional requests, including requests for historical funding levels, breakdowns of Fiscal Year funding, and annual expenditures by specific program areas. Collaborates with TO teams and other support offices such as the contracting office, financial management office, and Resident Legal Officer, collects and analyzes required data, prepares information in a presentable format, and after appropriate clearance, provides information to the requestor.

C. PS Representative to TO Teams (20%)

The Specialist serves as a PS representative to TO Teams, as an Advisor to Office Directors and staff. Serves as a key contact for PS on budget issues, provides guidance and recommendations to the TO Teams on resource planning, budget formulation, justification, and implementation procedures.

Provides daily guidance to A/CORs regarding formulation of Statement of Works and GLAAS requests, and assists in identifying and using appropriate program elements and fund accounts; provides guidance on the Automated Directives System (ADS) in the areas of budget and obligation management, pipeline, forward funding; and, prepares financial summary tables for portfolio reviews, including basic financial information on all projects in the portfolio, such as LOP, mortgage, pipeline, projected burn rate, etc.

- c) **Supervisory Relationship:** The Specialist works under the general and day-to-day supervision of the USAID/India FSN Deputy Director for the Office of Program Support.
- d) **Supervisory Controls:** Assignments are made orally and in writing. Some assignments are self-generated and occur in the normal course of the work. The incumbent exercises independence in most phases of the assignment but determines those situations that must be coordinated with superiors. Superiors provide a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist seeks advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** A Bachelor's degree in finance, commerce, business management/administration or accounting is required.
- b) **Prior Work Experience:** Minimum five years of progressively responsible work experience in budget analyses, or budget planning, justification, and execution, or accounting, financial management is required. Experience in providing services to technical teams in planning, program/project budgeting, and evaluation, or closely related work is required. At least two years of this experience must have been with a U.S. Government (USG) agency or other international/bilateral development organization, Private voluntary Organization (PVO), or Non-Governmental Organization (NGO).

- c) **Language Proficiency:** Level IV (Fluent) speaking, reading, and writing of English and Hindi language is required.
- d) **Job Knowledge:** A thorough knowledge and understanding of budget and accounting principles, theories, practices, and terminology, information analysis, forecasting, reporting and assessment is required. A thorough knowledge, or the ability to quickly gain such knowledge, of USG appropriation, allotment, accounting, and other budgeting procedures used in maintaining, reconciling, balancing, and closing accounts is necessary; knowledge or ability to gain knowledge about accounting policies, regulations, and procedures; disbursements, reimbursements; and the principles and practices of cost accrual. A good understanding or ability to gain good understanding of the USAID administrative and functional structure; in-depth knowledge or ability to gain in-depth knowledge of USAID goals for India; and a thorough knowledge and ability to gain thorough knowledge of the USAID bilateral program portfolio; an understanding of the political and economic situation in India, is required.
- e) **Skills and Abilities:** The Specialist must demonstrate leadership qualities and have the ability to plan and analyze program budgets and have excellent written and oral communication skills; must be able to collect and analyze complex data and prepare precise, accurate, and complete reports that provide a graphic presentation of data; and have experience synthesizing large amounts of complex detailed materials for presentation and review of varying audiences. The Specialist must be able to analyze budget records and determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts; to identify appropriate data sources, extract and manipulate data from multiple and diverse databases by designing, refining, and running complex data queries, and to relate the purpose and objectives of projects to their costs and fiscal requirements. The Specialist must be able to relate funds management to Mission TO Teams and country needs; and to understand changes in strategic program priorities and deadlines, their implications for budget management, and to recommend appropriate adjustments to Mission financial plans. The Specialist must have problem-solving skills and the ability to recommend solutions in complicated situations, taking into consideration a myriad of factors and variables, such as late budget appropriations and delayed availability of funds, uncertain funding levels, and unexpected budget reductions. The Specialist must be able to communicate effectively, work across a number of diverse teams, and work in a collaborative manner with peers and senior level leadership. The Specialist must have expertise in MS Office applications, such as Word, Excel, and PowerPoint as well as familiarity with other database management applications. The Specialist must be able to plan and carry out assignments with a high degree of independence and accuracy.

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 Points
- Technical Knowledge/Skills: 30 Points
- Analytical Writing: 15 Points
- Interview: 20 Points
- Oral Communication: 10 Points

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.