



SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069621R100002

ISSUANCE DATE: June 07, 2021

CLOSING DATE/TIME: June 25, 2021/12:00 p.m. (CAT)

SUBJECT: Solicitation for a **Cooperating Country National Personal Services Contractor (CCNPSC)**, Supervisory Financial Analyst

Dear Prospective Offerors/Applicants:

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.

USAID/Rwanda is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. **Persons with disabilities are encouraged to apply.**

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 personal services 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,

David Hallengren
Contracting and Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069621R100002
2. **ISSUANCE DATE:** June 07, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 25, 2021, 12:00 p.m. noon African Central Time
4. **POINT OF CONTACT:** Human Resource Office, e-mail kigalihr@usaid.gov.
5. **POSITION TITLE:** Supervisory Financial Analyst
6. **MARKET VALUE:** 47,495,216 to 78,141,624 Rwandan Francs equivalent to FSN-12 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies present in Rwanda. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The base period will be 2 years, estimated to start on o/a August 02, 2021 to August 01, 2023. Based on Agency need the Contracting Officer may exercise additional 3 option periods of 1-year for the dates estimated as follows:

Base period	August 02, 2021 to August 01, 2023
Option 1	August 02, 2023 to August 01, 2024
Option 2	August 02, 2024 to August 01, 2025
Option 3	August 02, 2025 to August 01, 2026

8. **PLACE OF PERFORMANCE:** Kigali, Rwanda with possible travel as outlined in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to All Interested CCN (Cooperating Country National) Candidates. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.”
10. **SECURITY LEVEL REQUIRED:** Facility Access / Employment Authorization

11. STATEMENT OF DUTIES**1. Basic Functions of Position**

The Supervisory Financial Analyst manages the Financial Analysis Division within OFM, supervising up to 4 Financial Analysts. The division provides full range of analytical,

advisory, monitoring, financial management, and evaluation services to USAID/Rwanda and Burundi's technical teams, Program Office and Office of Acquisition and Assistance.

The incumbent acts as the primary liaison for Technical Teams on financial and accounting matters and also represents OFM in meetings with Government of Rwanda and Burundi Officials, other donor organizations, bankers, implementing partners, Mission staff and other USG personnel. In addition, the incumbent serves as the manager/coordinator for USAID/Rwanda and Burundi's audit management, internal controls assessment, Inspector General (IG) and Regional Inspector General (RIG) audits and annual ICASS workload counts functions, and performs a variety of special projects, including writing desk procedures, providing trainings and making presentations.

2. Major Duties and Responsibilities

A. Supervision of the Financial Analysis Division - 50%

- Directly supervises the financial analysis division staff. This includes assigning duties among FAs, monitoring progress for timely completion of assignments, directing assignments, providing necessary coaching and guidance, reviewing work for correctness and completeness, providing on job performance feedback and on-the-job training, completing annual performance evaluations, recommending awards, managing TDYs, leaves, trainings schedule within FA section, handling correspondence, leading meetings etc.
- Directs subordinates to develop and create new reporting, data analysis and budgeting formats, as requested. For example, quarterly pipeline/implementation reports, accrual reports, and budgets. Supervises research on available guidance on complex financial issues and questions, results documentation, and review of draft Mission Orders, Notices, Desk Procedures, and reports.
- Supervises the compilation of annual audit universe for all audits within the Mission, tracks the implementation and resolution of all audit plan and its related findings.
- Reviews financial and internal control assessments of potential partners, GoR entities, and NGOs, performed by subordinates, to determine their eligibility to manage Agency funds. This includes reviewing reports to document findings and recommendations, and following-up on actions taken to close applicable recommendations to become compliant. Directly works with partners' senior management to strengthen their financial management and internal controls, advising GoR institutions and NGOs on rules and regulations for the control and use of USG funds.
- Reviews limited financial reviews of prospective grantees, performed by subordinates, including the host country, to determine the adequacy of their accounting systems and internal controls, their financial status and institutional

capability to implement grant funded projects. Oversees preparation of financial analyses, including cost benefit, least cost, cash flow, and forward funding projections.

- Supervises FAs in review of financial information submitted by grantees in fulfillment of conditions precedent to disbursement of project funds or in compliance with periodic reporting requirements. Monitors financial progress during life of project to identify any deficiencies, to determine if earlier deficiencies have been corrected and to resolve any financial difficulties revealed by evaluation.
- Oversees the quarterly accrual process, which involves, supervising the FAs on downloading R0660 accrual reports and distributing the modified report to the A/COTRs for accruals calculations along with a guidance memo; provide guidance and methods of developing the accruals, the required supporting documentation and the policies and regulations governing the process; guiding the FAs in verifying the accuracy and validity of accrued amounts developed by A/COTRs, adjusting the accrued amounts to take into consideration payments processed after the accruals were run; and record the adjusted accrual amounts in Phoenix.
- Directs the performance of 1311 reviews of unliquidated obligations two weeks before the accruals process and provides information to the Program Accountant for further action. Supervises the design and distribution to the Technical Teams and the Mission Management, financial status reports including pipeline analysis reports at least once a quarter.
- Oversees technical assistance provided to local implementing partners, host government implementing agencies and Mission personnel by OFM aimed at strengthening management systems and internal controls to build local financial capacity under USAID Forward Initiative.
- Coordinate the Mission's annual Federal Manager's Financial Integrity Act (FMFIA) review, testing, reporting, and related certifications. Directs FAs to develop work-plans, validate assessments (ratings) of selected management controls, and helps facilitate the Management Control Review Committee (MCRC) meetings to discuss findings and recommendations; and supervises FAs in subsequent follow-up.
- Manages the "Audit Management and Resolution Program" for USAID/Rwanda and Burundi to ensure the recipients comply with Agency's audit requirements under OMB Circular A-133 for U.S. organizations and the Recipient Contracted Audit Guidelines for non-US organizations. As necessary, provide guidance and advice to FAs, Auditors and Auditees to effect timely resolution and closure of audit recommendations. Ensures that response to audit report findings are developed, corrective action for all deficiencies identified, management decisions taken, and final action to audit recommendations are requested, tracked, and updated into the Agency's Consolidated Audit and Compliance System (CACs).

Liaise with Technical Offices to develop annual audit/review inventory, audit/review management plan, and work on its implementation.

B. Specific Responsibilities in the Financial Analysis Section - 45%

- The incumbent or subordinates perform detailed reviews and analyses of financial plans for current and proposed projects. Makes suggestions and recommendations and advises Mission staff and the Controller on the general financial feasibility of current and proposed projects and adequacy of financial plans and budgets. Such reviews and analyses will form the basis for the USAID Controller's formal approval of proposed project financial plans in accordance with the provisions of USAID's payment verification guidelines. Also advises Project Managers in preparing independent cost estimates (budgets) and assists in drafting the financial sections of MAARDs and other documents for program and project development papers as necessary.
- When financial analysis services are to be outsourced, the incumbent prepares the draft statement of work and solicitation, recommends the evaluation criteria to the Contracting Officer (CO), chairs the Technical Evaluation Committee to extensively evaluate the proposals received, and makes recommendations to the CO.
- When financial analysis services are outsourced, the incumbent or subordinates acts as Contracting Officer's Representative (COR) to oversee the performance of the award and perform all related functions including approving work plans, monitoring performance, reviewing and approving reports, administratively approving payment invoices etc.
- Participates on behalf of the Office of Financial Management (OFM) on Mission teams that are set up to address financial and implementation issues for host-country grants. Works closely with country counterparts, Government of Rwanda and Burundi, and other senior officials on special projects assigned; for example assessments of host country systems and funding issues for host-country grants with the Ministry of Finance and Economic Planning (MINECOFIN)
- Reviews host-country and cooperating agency grant and memorandum of understanding documentation, i.e., proposals, MOU, progress and financial reports and provides advice to Grantees on USAID procedures and required financial documentation. Analyses the proposals and accompanying budgets received from NGOs for assistance.
- Represents OFM on technical program/activity design and implementation. Render advice and assistance on financial feasibility of projects, adequacy of program budgets, alternative sources of financing, financial reporting requirements, conditions for the award etc. Proactively participate in evaluation of proposals including cost benefit analysis, cash flow analysis, computation of financial ratios, including adequate financial procedures etc.

- Serves as the primary point-of-contact for OIG and RIG financial and performance audits. Coordinate initial information submitted to OIG/RIG, participate in entrance and exit conferences, follow-up to ensure that response to audit findings are developed and timely corrective action is taken on deficiencies noted and reported.

D. General Responsibilities - 5%

- Delivers presentations and reviews presentations prepared by other team members relating to training on financial Management to Mission staff and implementing partners.
- Collaborates with Executive Office and Embassy counterparts to help subordinates put together annual ICASS workload counts and reviews related data analysis.
- Performs related Financial Management duties as may be assigned by the Mission Controller.

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

3. **Supervisory Relationship:** Incumbent directly reports to the Controller
4. **Supervisory Controls:** Direct Supervision of at least three (Grade FSN-11) Financial Analysts, involving assigning tasks and reviewing their completed assignments

12. PHYSICAL DEMANDS: The work requested does not involve any rigorous physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

- a. **Education:** University Masters level degree in accounting, finance economics, or business administration or an equivalent professional certification is required. CPA is highly preferred
- b. **Prior Work Experience:** Minimum 7 years of progressively responsible professional experience in financial analysis, budgeting, auditing, and/or accounting is required. Extensive experience in use of automated accounting systems and computer softwares is required. Prior USAID and/or PIO (accounting/financial management/audit) experience is highly desirable.

- c. **Post Entry Training:** Completion of the USAID/Washington Financial Management Training Program, including Appropriations Law, Advanced Accounting and Advanced Financial Analysis, COR/AOR is required
- d. **Language Proficiency:** Level IV English written and spoken. English Proficiency is tested.
- 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. Must be completely familiar with USAID accounting budgeting, audit and reporting systems, financial regulations and procedures. Have a thorough knowledge of how USAID projects are designed, developed, implemented, modified, audited and evaluated. Other than financial database, systems experience also desirable.
- f. **Skills and Abilities:** Must have an unusual ability to detect the financial strengths and weaknesses of projects. Must be able to make independent judgments in most cases on systems and controls. Must be able to develop and maintain contacts with high level GOR officials in both technical ministries and the Ministry of Finance. Must be able to represent USAID/Rwanda and Burundi along with A/CORs at meetings with grantees, cooperating agencies, and non-government organizations who implement USAID projects. Must be able to present facts and recommendations in a clear concise manner, both orally and in writing. Skill in writing English is particularly important.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be invited to take an English proficiency test. Only the highest-ranked applicants will be interviewed.

1. BASIC ELIGIBILITY

The basic eligibility requirements for this position are:

- Authorized to work in Rwanda;

Total Possible Score: 100 Points

References: Pass/Fail

References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities. USAID/Rwanda reserves the right to seek references from anyone who may be able to provide information about a candidate; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify a candidate from consideration.

IV. SUBMITTING AN OFFER (APPLYING)

1. Eligible Offerors are required to complete and submit the offer form:
 - US Federal Employment, Form DS-174 (available on-line)
 - Cover letter no longer than one page in length.
 - Current résumé or curriculum vitae that includes at least three references.
 - Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.
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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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. Pre-employment Medical Examination
2. Employee Biographical Data sheet
3. Employee Contact form
4. Employee Dependency Report

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS (in accordance with the U.S. Embassy Kigali Local Compensation Plan):

- a. Health Insurance
 - b. Social Security insurance
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Maternity Leave
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
- a. Meal/Beverage Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance
 - d. Transport Allowance
 - e. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

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/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.