



USAID | GUINEA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72067522R10004

ISSUANCE DATE: July 07,2022

CLOSING DATE/TIME: August 05,2022

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - *Local Compensation Plan*) FINANCIAL ANALYST (2 positions)**

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 1.

Sincerely,

Ifeoma Ezeh
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72067522R10004**
- 2. ISSUANCE DATE: July 07,2022**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 05,2022 - midnight Guinea time**
- 4. POINT OF CONTACT: HR Team, email at conakrypscjobs@usaid.gov**
- 5. POSITION TITLE: Financial Analyst (2 positions)**
- 6. MARKET VALUE: 339,486,625- 509,229,978 GNF (per annum) equivalent to FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy/Guinea.

Final compensation will be negotiated within the listed market value.

- 7. PERIOD OF PERFORMANCE:** Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. And based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.
- 8. PLACE OF PERFORMANCE:** Conakry, Guinea, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** “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.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The incumbent is responsible for analyzing and advising on the complex financial aspects of developing, implementing, and evaluating USAID projects, and the various aspects of the internal operations of the USAID Mission. The incumbent is one of two Financial Analysts in the Financial Management Office (FMO) of USAID/Guinea/Sierra Leone Mission. The USAID/ Guinea/Sierra Leone program consists of grants and contracts under the Missions' Technical Office (TO), with an annual Operating Year Budget (OYB) in excess of \$51.6 million and a pipeline of

\$90 million. The incumbent provides the full range of financial analysis, evaluation, and advisory services. The incumbent reports to the Financial Management Officer and is the primary FMO representative and backstop on the technical team providing financial expertise and advice for all activities in the assigned portfolio. Duties also include advising Mission staff and implementing partners on the steps to be taken to implement audit findings and recommendations.

2. Statement of Duties to be Performed

- A. Review and/or prepare financial analysis sections of contracts, agreements, implementation letters, and other project documentation to ensure consistency with general program design. Analyze and make recommendations on the overall financial feasibility of projects, adequacy of budgets, reasonableness of advance requests, alternative sources of financing, and project financial reporting requirements. Work with the Technical Office team to correct errors or problems. Highlight problematic actions to the Financial Management Officer.

Conduct financial reviews and/or pre-award assessments of prospective award recipients as requested by Technical Office Teams to determine 1) the adequacy of their accounting systems and internal controls, 2) their financial status, and 3) their financial and institutional capability to implement activities. Explain financial aspects of projects to grantees/contractors; advise and assist them to take necessary measures to meet projects' financial control requirements. When necessary, make follow-up visits or request for status reports from grantees. Review and comment on financial information submitted by approved implementing institutions in fulfillment of conditions precedent to disbursement of project funds.

Participate in the Partner Country System's Risk Assessment, Project Design, Bilateral Project Agreement, implementation, monitoring and evaluation and other activities of the Public Financial Management Risk Assessment Framework (PFMRAF) and related USAID Road to self-reliance's Implementation and Procurement Reform (IPR) activities.

Participate in the design of USAID/Guinea/Sierra Leone's Local capacity development activities and selection of new partners. **30%**

- B. Provide advice on USAID financial management and applicable cost principles to recipients in order to meet activity requirements and enhance their knowledge and implementation capabilities.

Review project vouchers for indirect costs, budget line items, contract terms, and billing periods. Monitor advance requests, balances, and liquidations of award recipients. Keep the Financial Management Officer apprised of advance balances greater than 30 days of cash needs. Follow-up with award recipients on advance balances requiring liquidation.

Prepare statements of work for activity financial reviews to determine 1) the adequacy of project accounts, 2) the reliability of established internal controls, and 3) project compliance with USAID approved financial systems. Conduct scheduled field trips to activity sites, in coordination with the TO Team, to perform financial review. Prepare a trip report subsequent to each visit for the Mission Director, Controller, and TO Team leader, summarizing the findings of the site visit and outlining any recommendations for improvement. Follow up with the USAID Activity Manager, grantee, contractor, and/or government official to assure that recommendations are implemented. Document implementation of recommendations.

25%

- C. Participate in TO team functions as the FMO's representative, including attending regular TO team meetings. Keep the TO team informed of FMO Office activities and schedules affecting the TO team. Brief Financial Management Officer/Controller on TO team activities.

Track project pipelines on a continuous basis and keep the TO team updated on pipeline status at least quarterly. Notify TO team leader or designee of significant changes in pipeline status.

Act as primary contact between FMO and TO Teams on commitment/obligation review (1311) and quarterly accrual exercises. Responsible for coordination of the accrual process and ensuring TO Teams prepare and maintain adequate documentation to support accrual estimates and commitment balances certifications.

Actively participate in the budget preparation of the Mission resource request by providing TO Teams with financial advice and support needed to develop strong budget justifications. Coordinate with the Program Office on budget figures incorporated into the resource request.

25%

- D. Coordinate compliance testing and review of internal Mission management controls to prepare for the annual Federal Managers Financial Integrity Act (FMFIA) compliance certification.

Coordinate between the USAID Regional Inspector General (RIG) or the Guinean Auditor General, as appropriate, and Mission Management and award recipients on audit issues. Make follow-up for RIG with audits to ascertain when audit recommendations have been closed (implemented). Maintain audit databases for both local and dollar currencies. Provide information on audit requirements to accounting firms. Review proposed audit recommendations based on knowledge of activity under audit. Assist in clearing audit recommendations by addressing financial and related problems with award

recipients and providing information to auditors. Assist grantees in developing statements of work for audits. Draft all audit correspondence for Agreement Officer, Controller's, or Mission Director's signature. Work on special assignments as required by the Financial Management Officer/Controller.
20%

3. Supervisory Relationship

Reports directly to the Financial Management Officer/Controller and operates independently. Incumbent is expected to present policy issues to the supervisor for action.

4. Supervisory Controls

Supervision is not anticipated

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Minimum of bachelor's degree in accounting, finance, business administration or local equivalent is required.
- b. Prior Work Experience:** Minimum of five years of progressively responsible experience in professional accounting, auditing or financially oriented business management is 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>.

1. Selection Process: After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualifications required for the position and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum qualifications required will not be scored.

Applicants meeting the minimum qualifications will be subjected to a written test to further narrow down eligible candidates. As part of the selection process, finalist candidates will be interviewed either in person or remotely at USAID's discretion.

Reference checks will be made for only applicants considered as finalists. Reference checks may be conducted with individuals not provided by the offeror. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. Evaluation factors and basis of rating: Applicants who clearly meet the minimum qualifications will be further evaluated based on the evaluation factors below:

FACTOR#1- Language Proficiency (10 points):

Professional proficiency in English and French is required. This will be assessed as part of the written test, and, for those who pass the written test, during the interview process as well.

FACTOR#2- Written Test : Job knowledge, Skills & Abilities (40 points):

The written test will assess the analytical skills, job knowledge and writing skills of the candidates.

Based on the above criteria, short-listed candidates will be considered for an interview.

FACTOR #3: INTERVIEW PERFORMANCE (50 points)

Total possible points: 100 points

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2> . The form must be signed and in English. Unsigned application forms and any missing requested documents will not be considered.
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. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

SOLICITATION #72067522R10004 – Financial Analyst and submit only ONCE via email to: conakrypscjobs@usaid.gov

4. Submit a cover letter in English.
5. Submit a current resume/CV in English.
6. Provide the names of three to five references with current contact information, with both an email address and a telephone number.
7. Submit a copy of the relevant diploma (s).

Application documents and Form AID 309-2 must be signed. Incomplete and unsigned documents/forms will not be considered. All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

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:

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 and submit security form OF-174.

VI. BENEFITS AND ALLOWANCES

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

- a. Miscellaneous Allowance
- b. Transportation Allowance
- c. Tabaski bonus
- d. Year-end bonus

VII. TAXES

N/A

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

USAID regulations and policies governing CCNPSC and TCNPSC 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)	QUANTITY (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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	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. **USAID Acquisition and Assistance Policy Directives (AAPD-20-08):** Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/sites/default/files/documents/AAPD-20-08.pdf>
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/OGE%20Regulations>.
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.

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION