



SOLICITATION NUMBER: 72049224R10017

ISSUANCE DATE: 07 March 2024

CLOSING DATE/TIME: 06 April 2024/
11:59PM Port Moresby time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Papua New Guinea Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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,

Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72049224R10017
2. **ISSUANCE DATE:** 07 March 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 06 April 2024/ 11:59PM Port Moresby time
4. **POINT OF CONTACT:** Executive Office/Human Resources Division, e-mail at aidmnlhr@usaid.gov
5. **POSITION TITLE:** USAID Development Program Specialist (Budget), FSN-10
6. **MARKET VALUE:** PNG Kinas 124,905 to 174,875 equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Papua New Guinea. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Initial CCNPSC contract for five years, estimated to start in July 2024.

The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID Papua New Guinea requirements and the continued availability of funds. The probationary period is one year.

8. **PLACE OF PERFORMANCE:** Port Moresby, Papua New 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.

Open to all interested individuals who are Papua New Guinea citizens or non- Papua New Guinea citizens lawfully admitted for permanent residence in Papua New Guinea, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within Papua New Guinea for purposes of this application.

10. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

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

The USAID Development Program Specialist (Budget) position is in the Office of the USAID Representative for Papua New Guinea (PNG), Solomon Islands, and Vanuatu. The Specialist leads

program reporting and information management, supports the regional program and budget operations, and coordinates with the USAID field office staff in Papua New Guinea and Solomon Islands to ensure successful implementation of the portfolio's activities. The Office of the USAID Representative for PNG covers Papua New Guinea, Solomon Islands, and Vanuatu.

The Specialist performs four basic functions: 1) leads coordination of information needed for program reports, Washington and Embassy taskers, and other reporting requirements, including monitoring, analyzing and reporting on program compliance with targets under USAID initiatives such as USAID's Strategic Framework, Private Sector Engagement, and other Presidential initiatives; 2) supports the preparation of program and budget specific documents for program implementation in PNG, Solomon Islands, and Vanuatu including the procurement plan and formulation of budgets; 3) advises the USAID staff in PNG and Solomon Islands on budget and program matters; and 4) liaises with USAID/Washington and USAID/Philippines on program and budget issues. The Specialist serves as a backstop on matters relating to program operations in the PNG, Solomon Islands, and Vanuatu. Travel in the region may be possible.

In this role, the Specialist is required to coordinate multiple and competing Program Office priorities and should be able to research, analyze and report on a variety of program and budget issues. S/he is expected to use a refined level of professional judgment when asked to provide guidance or approval, and is expected to provide guidance on, and compliance with Automated Directives System (ADS) regulations. The Specialist must exercise superior judgment of a skilled, highly capable, and experienced Operations Specialist. Periodically, and as instructed by the Program Officer, the Specialist may represent the Program Office at meetings and site visits.

2. Statement of Duties to be Performed

1. Program Reporting and Information Management (30 %)

- a) Program Reporting -- The Specialist leads the coordination of program and office reporting for PNG, Solomon Islands, and Vanuatu. In this capacity, s/he ensures adequate program and office reporting and other documentation, including drafting, preparing, and editing key reports and documents including the Operational Plan, Performance Plan and Report, semi-annual portfolio implementation reviews, and other reports and plans, as required, with inputs from, and in coordination with, the entire staff in PNG and Solomon Islands.
- b) Information Management - The Specialist leads the establishment and maintenance of an information management system that will enable the timely response to scheduled and ad hoc requests from Washington D.C., U.S. Embassy, Host Country Governments, specific Congressional requests and other stakeholders on the programmatic and funding issues, including funding levels. This includes organizing program and budget information on a per country basis. The Specialist supports inter-office coordination, on behalf of the Program Officer, on budget issues, strategic resource planning, budget formulation, justification, and implementation procedures. The Specialist leads the drafting and coordinating responses on behalf of the Program Officer, first obtaining critical information needed from other offices and Program Office team members and then securing appropriate clearances, for information requests from stakeholders in PNG, Solomon Islands, Vanuatu and Washington D.C. S/he supports the timely response

to requests for information from the Country Representative, U.S. Embassy Port Moresby, USAID/Washington, Program Office, and others, working with and through the Program Officer.

2. Portfolio Budget and Financial Management (30 %):

- a) Portfolio Budgeting -- The Specialist supports and provides guidance and facilitation on budgets for PNG, Solomon Islands, and Vanuatu. The job holder supports program and operating expense budgets, general financial management issues, responses for program and financial audits, and budget management related to strategic planning for the unit. S/he supports the preparation and monitoring of budgets for PNG, Solomon Islands, and Vanuatu and interprets financial data relating to the technical team's programs and project funding. The Specialist advises the USAID PNG and Solomon Islands staff on forward funding guidelines, funding source policy, and other financial management responsibilities that may be required.
- b) Financial Management -- S/he provides instructions and guidance to the Agreement/Contracting Officer's Representatives (A/CORs) on the ADS in the areas of budget and obligation management, pipeline, and forward funding. The Specialist prepares final summary tables for portfolio and financial reviews including financial information on all projects in the portfolio, such as funding breakdown, earmarks, life of project, mortgage, pipeline, expenditure rates, and accruals.
- c) Budget Management and Reporting -- S/he is the primary point of contact for the Program Office in Papua New Guinea to USAID/Philippines' Regional Financial Services Center (RFSC) and Office of Program Resources Management (PRM) to track and record allowances, commitments and obligations against budgets throughout the year for consolidated reporting to Washington D.C. and assures obligations are made in time, in accordance with approved procurement plans and sound financial judgment (i.e. prior year carryover funds are obligated first). S/he plans, tracks and reports on budgets allocated to Country Representative Office priorities, supporting entries in the Agency's Master database, which is the Agency's operational tool for budget planning.
- d) Procurement Plan -- Working with the USAID/Philippines' Regional Acquisition and Assistance Office (ROAA), technical teams, and field staff, s/he monitors the procurement plan for PNG, Solomon Islands, and Vanuatu. S/he provides support directly to design teams by ensuring that all activity approvals, authorizations, pre-solicitation, and pre-obligation requirements are met prior to the obligation/sub-obligation of funds.
- e) Earmark Monitoring and Reporting -- The Specialist supports the reporting process for Congressional earmarks and directives, Presidential Initiatives, and USAID initiatives (such as USAID Strategic Framework and Private Sector Engagement) to assure they are reflected in the Operating Year Budget and procurement plan and are implemented.
- f) Activity Budgeting and Management -- The Specialist coordinates with the USAID/Philippines PRM Development Program Specialist and serves as an advisor to A/CORs in activity level budget planning and analyses, counterpart contribution and value added tax reporting. The Specialist may assist with drafting Independent Government Cost Estimates in support of project and activity designs.

3. Portfolio Operations and Management (25 %):

- a) Bilateral/Regional Agreements – In coordination with the USAID PRM Development Program Specialist (Budget), s/he assists in developing, managing, and tracking the assistance agreements with partners in PNG, Solomon Islands, and Vanuatu including drafting the main agreement and budget as well as annual amendments, implementation letters, and other related documents, and tracking the host country counterpart. S/he coordinates with the USAID staff in PNG and Solomon Islands to resolve program and budget matters related to the Agreements.
- b) Inter Office Coordination on Procurements/Awards -- S/he functions as the Program Office point of contact to USAID/Philippines ROAA and RFSC in all phases of pre-award, award administration, and close-out for PRM-managed activities that cover PNG, Solomon Islands and Vanuatu.
- c) Portfolio and Activity Compliance -- The Specialist helps ensure portfolio and activity compliance with the documentation requirements needed to authorize a funding obligation; ADS requirements; and legislative and legal considerations, including compliance to earmarks and directives. The incumbent supports USAID staff in PNG and Solomon Islands by ensuring that all mandatory requirements have been met for activity approval, working with Resident Legal Officer (RLO), ROAA and RFSC on compliance requirements, and guiding the A/CORs on meeting these requirements prior to the Country Representative's approval of activities.
- d) Program and Activity Audits – S/he coordinates and serves as an advisor to the USAID staff of PNG and Solomon Islands on all programs and financial audits, and with A/CORs in activity level audit planning, management, and resolution.
- e) Procurement Requisitions through Global Acquisition and Assistance System (GLAAS) – The Specialist is responsible for supporting USAID staff on identifying and using appropriate program elements and funding accounts in GLAAS requisitions. S/he is the authorized requestor under GLAAS for all procurements for PNG and Solomon Islands.
- f) Other Administration and Management -- The Specialist shall actively participate in other team activities, becoming fully informed of all substantive and administrative implementation issues confronted by the team. As a team member, s/he may therefore be assigned tasks to further support the USAID staff such as creating spreadsheets for collecting and collating data or information.
- g) Ad hoc Assignments -- The Specialist may have additional roles that transcend the individual duties detailed above on ad-hoc assignments which may include special coordination or short-term tasks within the office or with USAID/Washington.

4. Communication Management (15 %):

Communication - The Specialist reviews outgoing correspondence for proper address, routing, attachments and conformance with Agency formatting procedures and special instructions, etc., prior to dispatch. Ensures quality, accuracy, and completeness of briefing packets. Updates and maintains a standardized PowerPoint presentation for potential partner briefings.

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

3. **SUPERVISORY RELATIONSHIP:** The Specialist works under the day-to-day supervision of the

Program Officer. Assignments are made orally and in writing and the Specialist exercises independence in most phrases of the assignment.

4. **SUPERVISORY CONTROLS:** Supervision of other staff is not contemplated. The Specialist does provide work guidance to the USAID staff in PNG and Solomon Islands on program operations and budget related actions, verifies work submitted for accuracy, and clears documents for administrative action.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education:** Completion of a Bachelor's degree in any of the following fields: Accounting, Finance, Business Administration, Economics or International Development is required.
Note: Additional education may NOT be substituted for experience.
- b. **Prior Work Experience:** Minimum of five (5) years of progressively responsible work experience in accounting, financial analyses, and budget planning, justification, and/or execution is required. Experience in project design, program planning, program/project budgeting, and/or evaluation, or closely related work is required. At least two years of this experience should be in the field of development assistance or related work for USAID, other donor agencies, host government organizations, non-government organizations or private sector institutions. **Note: Additional experience may NOT be substituted for education.**
- c. **Language Proficiency:** Fluent English (Level IV) - oral, reading, and writing proficiency in English, and Tok Pisin or other Papua New Guinean local language is required.
- d. **Job Knowledge:** A thorough knowledge and understanding of budget and accounting principles, theories, practices, and terminology, and a thorough knowledge, or the ability to gain such knowledge, of the United States Government (USG) appropriation, allotment, accounting, and other budgeting procedures used in maintaining, reconciling, balancing, and closing accounts; USAID accounting policies, regulations, and procedures; disbursements, reimbursements; and, the principles and practices of cost accrual. A good understanding and in-depth knowledge, or ability to gain understanding and knowledge of the USAID administrative and functional structure; USAID program processes and policies; USAID goals for the region; and, the USAID regional program portfolio; an understanding of the political and economic situation in region, and constraints to development; areas of USAID manageable interest/involvement; and, an awareness of key donor organizations, private organizations, and non-government organizations.
- e. **Skills and Abilities:** The Specialist must have the ability to plan, organize, and analyze program information and 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; must be able to analyze accounting records and determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts; and, to

relate the purpose and objectives of programs/projects to their costs and fiscal requirements. The Specialist must be able to relate funds management to the Development Objective Teams and regional needs; and, to understand changes in strategic program priorities and deadlines, their implications for budget management, and to recommend appropriate adjustments to Country Representative Office financial plans. S/he must have problem-solving skills and the ability to recommend solutions in complicated situations, taking into consideration myriad factors and variables, such as late budget appropriations and delayed availability of funds, uncertain funding levels, and unexpected budget reductions. The Specialist must be knowledgeable in Microsoft Office applications, such as Word, Excel, and PowerPoint, and other data management skills, such as familiarity with other database management applications.

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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

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

Rating System

1. Education (PASS/FAIL)

2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (25 points)
4. Job Knowledge (30 points)
5. Skills and Abilities (45 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following:
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate the period of employment for each job.
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**April 06, 2024/11:59PM Port Moresby time**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
3. Offeror submissions must clearly reference the Solicitation number (**72049224R10017**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 the forms needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Allowances
- b. Paid leave (annual and sick leave)
- c. Medical benefits
- d. Life Insurance
- e. Participation in the local Social Security System

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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/ads/policy/300/aidar>
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)
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0001	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_
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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.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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