



USAID | MALI

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068824R10010
(Two Positions)

ISSUANCE DATE: July 24, 2024
CLOSING DATE/TIME: August 23, 2024/5PM

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - 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 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 solicitation.

Sincerely,



Signature

Audrea L. Hardy,
Supervisory Executive Officer (Contracting Officer)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068824R10010 (Two positions)
2. **ISSUANCE DATE:** July 24, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 23, 2024/17:00 Bamako local time (GMT)
4. **POINT OF CONTACT:** Human Resources Section, at bamakohrmvacancies@usaid.gov
5. **POSITION TITLE:** Two (2) Financial Analysts
6. **MARKET VALUE:** 24,740,169 – 38,347,257 FCFA equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Mali. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement and employee performance, and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating country national (CCN) – 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:** *Security certificate (Certification)*

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Financial Analyst (FA) positions, located in USAID/Mali, are members of the USAID/Mali Office of Financial Management. The FAs serve as the financial management experts for all USAID/Mali staff and as the OFM Controller's representative regarding program activities in support of technical teams. They are empowered to perform financial management functions to achieve the program objectives including: (1) carrying out the financial aspects of implementing USAID programs and activities, (2) assessing their internal financial operations and practices, and (3) providing technical assistance to support the capacity development of local organizations and host government entities. The FAs receive technical direction and support from the OFM Supervisory Financial Analyst and maintains close working relations with the OFM Accounting and Voucher Examiner

Sections, as well as with the OFM Controller/Deputy Controller, with whom they address major policy and operational issues.

2. Statement of Duties to be Performed.

1. Program Funds Management/Monitoring/Financial Analysis 35%

The Financial Analysts perform financial analyses in close collaboration with Mission technical teams and makes recommendations on utilization of activity funds and pipeline management. The incumbents prepare and/or reviews financial sections of GLAAS requisitions, contracts, implementation letters, grants, cooperative agreements, Development Objective Agreement (DOAG), and other activity documents; perform funds control and funds availability functions; verify accuracy of financial accounting data and appropriateness of documentation presented to support accounting entries; identify and recommend adjusting entries to the accounts to bring the activity/program pipelines to accurate levels; review program activity vouchers, including advance requests and liquidations; and make appropriate recommendations to OFM's payment section. The incumbents prepare and leads the quarterly financial review (QFR) to monitor and manage pipelines, obligations, and procurement plans. They participate in the Mission's semi-annual technical teams' performance reviews by providing relevant financial information and responding to inquiries and/or advising on funds disposition. The FAs perform a detailed 1311 review prepared by the technical teams on a quarterly basis (or more often if necessary) in order to validate obligations, earmarks, and commitment balances and assists in the Mission's 1311 certification. They assist the technical teams in performing financial close-out of agreements and prepares appropriate accounting documents such as journal vouchers to adjust accounting data as necessary. They perform a detailed review of the accrual estimates prepared quarterly by the Contracting Officer's Representatives/Agreement Officer's Representatives (CORs/AORs) and ensure the documents have appropriate details to support the accrual amounts. The FAs collaborate with the technical teams to prepare and monitor the Program Support, Objective 6 budgets.

2. Capacity Reviews, Assessments, and Audits 25%

The Financial Analysts play a key role in risk mitigation and management for USAID/Mali. They assess prospective recipients' administrative and institutional abilities to implement programs/activities; determine appropriateness and effectiveness of prospective recipients' operational procedures and cash management practices; use professional judgment to provide an opinion on the confidence to be placed on the recipients' internal controls; and offer advice to recipients on internal controls deficiencies and vulnerabilities and proposes solutions to identified problems; collaborate with the COR or AOR to develop Special Award Conditions to address and strengthen an organization's administrative systems; perform site visits and financial reviews to monitor the financial and accounting performance of recipients and assure that implementation plans and procedures are being applied and that appropriate corrective measures are taken in a timely manner; write field trip reports to detail findings and recommendations. The incumbents participate as a member of the Missions' Government-to-Government Assistance Teams (GAT) and conducts assessments on host government entities and ministries in accordance with USAID's ADS 220 guidelines. They assist in the development of government risk mitigation plans and monitors implementation of the plans. The FAs implement and maintain the Audit Management Program for the Mission and coordinates with the Audit Management Officer (AMO) in accordance with USAID guidance and the General Accountability Office (GAO) Yellow Book;

identify and control the Mission's annual audit inventory and audit plan; coordinate the audit contracting process for the technical teams to include reviewing audit scopes of work; serve as the audit liaison for ongoing audits; monitor and clear audit recommendations by resolving financial and related problems and preparing supporting documentation for auditors; conduct foreign audit environment appraisals and audit firm assessments. The FAs are the point of contacts for all audit matters with the Regional Inspector General in Pretoria (RIG/Dakar).

3. Internal and External Financial Management Capacity Building 20%

The Financial Analysts provide technical guidance and capacity building on financial management procedures, accounting control requirements and local accounts financing to the technical teams and partners (host country officials, recipients, partners, USAID staff) in accordance with local laws, USAID and USG regulations, and best practices. They conduct organizational capacity assessments (OCAs) with local implementers to help organizations shape and set priorities for actions they can take to strengthen their capacity. They make recommendations on how best to incorporate capacity development activities with partners. They develop and lead capacity building workshops for implementing partners to improve their financial and awards management acumen. As members of the Office of Financial Management the FAs will provide excellent customer service to USAID/Mali staff. They work closely with Mission staff to train and advise on financial management topics, requirements, and regulations. The incumbents train technical office team members and implementing partners using available financial management tools and regulations in coordination with the Supervisory Financial Analyst.

4. Strategy Development/Activity Design & Management Control Program 20%

The Financial Analysts advise on the development of the strategic objective and results framework by preparing and/or reviewing financial sections of activity and agreement budgets. They advise the technical teams on how to develop the independent government cost estimate (IGCE) for activities. The incumbents provide the technical team pipeline reviews for obligations and serve as Program Managers in the Agency's procurement system. They participate on activity design teams and serve on technical review panels for new proposals to provide financial management technical expertise. They advise contracting and agreement officers on advances, payment options, and award types based on the FAs' organizational analysis. The Financial Analysts participate in post award meetings to explain the financial management aspects of the award. They review the financial sections of work plans and provide input to expenditure plans and budgets. The Financial Analysts assist in milestone development for fixed amount awards, review activity budget estimates, and incorporate the risk management plan into the activity design. The Financial Analysts assist the technical teams to conduct their annual Internal Control Assessment in accordance with the Federal Manager's Financial Integrity Act (FMFIA) of 1982 and the Enterprise Risk Management (ERM) by: 1) advising on the control environment and how to assess risk, 2) performing testing of controls if deemed necessary, and 3) developing or improving control systems in order to address identified weaknesses.

3. Supervisory Relationship

The incumbents work closely with the Chief Accountant on operational and policy issues. For administrative purposes within USAID/Mali, the Financial Analysts work under the supervision of the Supervisory Financial Analyst. The Financial Analysts work is evaluated

based on accomplishments and for conformance to policy and procedures.

4. Supervisory Controls

This position is non-supervisory.

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, applicants must meet the minimum qualifications.

- a. **Education:** A minimum of university degree in Business, Finance, or Accounting is required.
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in financial analysis, budgeting, auditing, and/or accounting is required.
- c. **Language Proficiency:** Level IV in English and French is required.
- d. **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. A thorough knowledge of, or the ability to quickly gain such job knowledge as described in their PDs, of the Federal Acquisition Regulations (FAR), AID Acquisition Regulations, USAID accounting systems and procedures, USG contract/grant cost principles and administrative requirements, and audit management procedures, as well as other laws, regulations, and procedures associated with USAID financial management, is required. An understanding of, or the ability to quickly develop an understanding of, how USAID projects are designed, developed, implemented, and evaluated is essential.
- e. **Skills and Abilities:** The Financial Analysts must be able to make informed recommendations on institutional capabilities of prospective and/or current implementing organizations and the adequacy of accounting systems and controls; be able to develop and maintain contacts with USAID activity managers in order to ensure programs are carried out effectively; and be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. In addition, the Financial Analysts must have a high level of analytical skill and sound judgment in order to effectively manage aspects of the Phoenix financial system to resolve problems, develop queries and reports, and recommend improvements, as well as to analyze relevant data, trends, and documentation for assessment and risk mitigation; be capable of performing under pressure in a mature and responsible manner; to work accurately with attention to detail in order to give precise direction; and to compile/present detailed information in a concise and fully professional manner; have excellent interpersonal and facilitating skills in order to maintain effective

working relations and effectively coordinate actions; and to be innovative and a creative thinker in order to apply problem solving skills and in the development of specialized reports. They must be skilled in the use of computer based analytical programs, word processing, spreadsheets, and USAID data management systems. They must be able to mentor and teach colleagues on financial management principles.

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. To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

- | | |
|--------------------------|-----------|
| 1. Prior Work Experience | 40 points |
| 2. Job Knowledge | 35 points |
| 3. Skills and Abilities | 25 points |

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter.

How the selection will be made: The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.
6. Security & Police Background check.
7. Responsibility Determination.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. Applications which meet the minimum qualifications will be contacted (Step 2) for English language testing. Applicants passing the language test by obtaining the required scores will be forwarded (Step 3) to the Technical Evaluation Committee (TEC) for further reviews against the established evaluation criteria to

develop a shortlist of applicants to be tested (technical) and/or interviewed. Following the interviews (Step 4) during which the applicant will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment (Step 5) and forward that list as a recommendation memorandum to the Supervisory Executive Officer (Contracting Officer), through the HR Specialist. EXO/HR or the TEC will conduct reference checks (Step 6) on the best suitable candidate (s) as decided by the TEC. References may be solicited from current as well as former supervisors in addition to the references provided in the application package. The HR section will contact the selected candidate to confirm their interest and for contract negotiations (Step 7).

Note:

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

IV. SUBMITTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. **Only shortlisted applicants will be contacted** and provided with guidance for the next step of the process.

1. Eligible Offerors are required to complete, sign and submit the offer form **AID 309-2** (Offeror Information for Personal Services Contracts with Individuals):
<https://www.usaid.gov/forms/aid-309-2>
2. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying.
3. **Cover letter** of not more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.
4. Applicants are required to provide **five (5) Professional References** with complete contact information including email address and telephone number(s). References should have knowledge of the candidate’s ability to perform the duties set forth in the solicitation and **must not be family members or relatives**.
5. Applicants may provide copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable **PDF file**.
6. Applicants must provide their **full mailing address with telephone numbers, email address** and should retain for their records copies of all enclosures that accompany their submissions.

7. 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, item 4**.
8. Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number 72068824R10010] – [CANDIDATE NAME]

All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements
3. Formal Offer Letter
4. Security Eligibility for Certification
5. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
6. Employee Biographical Data Sheet (Form AID 1420)
7. Responsibility Determination

VI. BENEFITS AND ALLOWANCES

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

1. Basic salary,
2. Miscellaneous allowances
3. Holiday bonus, and
4. Comprehensive medical insurance subsidy.

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES

The successful Applicant will be subject to host country (Mali) tax laws.

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)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: FA 1: 688-MOD-PFE-FY20-25-SALARY-PDG FA 2: 688-MOD-PFE-FY20-25-SALARY-AEG	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/resources_standards-of-conduct.
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 (SEP 2022) APPLICATION

~End of Solicitation~