



USAID | DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066025R10016
ISSUANCE DATE: December 31, 2024
CLOSING DATE/TIME: January 28, 2025 at 17:00 (Kinshasa Time)

SUBJECT: Solicitation for **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) – USAID Project Management Specialist (BHA)- based in Kinshasa.**

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 Attachment 1.

Sincerely,

Claudia Houndje
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066025R10016
2. **ISSUANCE DATE:** December 31, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 28, 2025, at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (BHA)
6. **MARKET VALUE:** Equivalent to FSN- 12 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is Five (5) years, estimated to start o/a June 2025 or earlier if required clearances are obtained. 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, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:**
 - **Cooperating Country Nationals as defined in AIDAR Appendix J:** “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:** Security Certification issued by the U.S. Embassy Regional Security Office.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract*

The Bureau for Humanitarian Affairs (BHA) handles all humanitarian assistance for USAID. The BHA has established a Sub-regional Office in Kinshasa, Democratic Republic of Congo (DRC), which reports to the Regional Office in Nairobi, Kenya. The sub-regional office is responsible for BHA programs in Central African Republic and the Republic of Congo as well as in DRC. With an annual budget of \$600 million, BHA's Central Africa program is one of the largest humanitarian portfolios in the world. The DRC component of the team has a staffing pattern of twenty positions: an Office Director and Deputy Office Director, 2 team leaders, 4 program officers, 5 project management specialists, 1 deputy team leader, 1 Senior Regional Program Officer, 1 Regional Humanitarian Affairs Officer, 2 Administrative Assistants and 2 drivers.

The BHA DRC team ensures the effective planning, oversight, implementation and evaluation of emergency and development resources valued on average over the past three years at \$600 million. Funding is through International Disaster Assistance and PL 480 Title II, both for emergency and development food assistance. On average the team oversees delivery of 90,315 metric tons of Title II food aid each year in addition to cash-based programming. The BHA team portfolio ranges from 5-year development to 12-18 month emergency awards. These involve a range of specialized regulations due to various U.S. appropriations for humanitarian response, as well as host country requirements. Assistance covers a range of modalities from in-kind Title II food aid to cash-based transfers to activity grants and technical assistance. BHA implements awards in as many as fourteen provinces. Most of these are in a highly volatile, complex emergency context, with limited access due to ongoing fighting, lack of transportation infrastructure, and seasonal flooding. BHA targets both conflict-affected populations and the most food insecure populations in refugee camps, ad hoc sites for displaced persons, remote rural communities and peri-urban areas. Annually the team manages approximately forty-five emergency awards with international private voluntary organizations (PVOs) and with Public International Organizations (PIOs). BHA also manages three development assistance awards (valued at \$21.2 million/year each) with PVOs in the DRC.

The BHA Project Management Specialist will ensure effective management of BHA resources primarily in the DRC, and as needed in the ROC and CAR. His/her primary responsibility is to effectively assess humanitarian needs, then plan an appropriate response using a variety of USG tools. S/He will be responsible for the proper, transparent application and use of USG emergency and development assistance. The incumbent analyzes the humanitarian situation, reports on the impacts of shocks on lives and livelihoods, and briefs on conditions of vulnerable communities. S/He helps design and monitor strategic approaches and partnerships to build save lives, reduce suffering and strengthen resilience. The BHA Project Management Specialist ensures assistance is being targeted and distributed effectively and equitably with attention placed on protection of beneficiaries.

S/He serves as an Contracting or Agreement Officer's Representative for at least one award (at least one Resilience Food Security Activity assistance award valued at roughly \$63.5 million over the life of activity and/or the Regional Third Party Monitoring contract valued at roughly \$12 million over the life of the contract) and an Activity Manager for an average of five awards, valued at approximately \$30 million/year, working closely with the AOR and AO who are based in Washington DC. The PMS also is the Activity Manager for an equally substantive secondary portfolio. S/He is further expected to support the full portfolio through technical backstopping in a specialized field such as markets, livelihoods, health, agriculture, water/sanitation, nutrition, protection, or supply chain management. The position requires a great deal of independence and use of personal judgment in activity management and while traveling in the deep field. S/He will be expected to participate and represent BHA interests with outside stakeholders, such as local authorities and humanitarian working groups. The BHA Specialist is expected to spend approximately 25% of his/her time traveling for site visits, monitoring, partner and representational meetings, and evaluations.

2. Statement of Duties to be Performed

Program Management and Oversight – 60%

- Serve as a Contracting Officer's Representative and/or Agreement Officer's Representative for one or more Resilience and Food Security Activities (assistance awards) and/or the Central Africa Regional Third Party Monitoring contract (CART), cumulatively valued at roughly \$25 million per year in USG Title II and IDA resources. Work closely with the Agreement Officer in Washington and the Contracting Officer in Kinshasa to manage both activities. It is foreseen that the candidate would not manage more than one RFSA but it is possible that the candidate would manage two.

- Serve as an Activity Manager for an average of five awards valued at approximately \$30 million/year in USG Title II, IDA or other resources, as need determines. Serve as the alternate Activity Manager for an equal secondary portfolio. Work closely with the Assistance Officer's Representative (AOR) in Washington, ensuring that in-country activities are implemented in accordance to USAID regulations and in adherence to the approved award. Prepare follow-on recommendations for modifications, improvements and activity management needs. Prepare requests and generate reports through USAID systems (GLAAS, ABACUS, etc...) in support of program implementation and management.

- Routinely monitor implementing partner's program performance in the field, ensure coordination across BHA programs, and address challenges. This includes ensuring the assistance is reaching the correct beneficiaries, evaluating partner's management, reviewing program progress, and analyzing food commodities issues, such as warehousing and distribution, supply chains and logistics, targeting, and post distribution monitoring. Report findings of field monitoring visits and analysis to BHA staff, USAID Mission Director and his/her Deputy, BHA/Washington Country Backstop Officer and other interested parties including U.S. State Department. Advise on implementation issues including immediate reporting of any actual or

suspected diversions of USG resources, missed targets, and non-compliance with USAID regulations. Make recommendations for addressing and solving any problems that are discovered, provide feedback to the implementing partner and conclude with follow-up to ensure improvements.

- Analyze and provide formal feedback to partner reports, including analysis of trends and recommended follow-up actions – such as Annual Results Reports (ARR), Pipelines and Resource Estimate Proposal (PREP), quarterly required and ad hoc reports. Compile information and populate Mission Operational Plans and Performance Results Reports.

- Ensure compliance by BHA and its partners with USAID regulations and policies governing the management of Title II food aid commodities, cash-based transfers, and grants, as well as the prevention of sexual misconduct, and other relevant issues for emergency and development assistance. Document any issues of possible fraud, waste or mismanagement to appropriate authorities.

Technical Leadership and Strategic Planning - 20%

- Lead in the design of new programs for humanitarian assistance, including drafting of country-specific information for requests for applications.

- Lead in the evaluation of on-going or previous humanitarian programs.

- Serve on technical evaluation committees to review concepts, applications and proposals related to emergency and development assistance.

- Provide technical leadership for the humanitarian team (and where needed to the broader USAID Mission) on at least one specialty area, such as nutrition, commodity management, health, water/sanitation, livelihoods, resilience, or vulnerability assessments.

- Lead processes that inform the strategic planning and budgeting for future use of Title II and other USG humanitarian resources.

- Capture program results and generate systems to communicate program successes, lessons learned, useful examples for improved performance and long-term impact.

- Engage in USAID global initiatives, learning exercises and strategy development to ensure that BHA programming is effectively integrated into Mission strategies, such as Country Development Cooperation Strategies or sectoral analyses undertaken by other USAID offices.

Situation Analysis and Coordination - 20%

- Collect information and lead the development of provide regular situation reports on humanitarian needs throughout the DRC and/or, as needed in the Central African Republic and

the Republic of Congo.

- Regularly communicate and organize briefings on humanitarian and development issues related to the portfolio with a broad network of contacts (beneficiaries, community leaders, implementing partners, contractors, in-country authorities, associations, humanitarian agencies).
- Represent USAID in policy dialogues, early warning, and assistance coordination platforms at the national and provincial level.
- Due to security concerns, BHA staff cannot always visit many implementation sites. Therefore, the incumbent will be required to lead the BHA Office's subject matter expertise in the geographic areas and population groups in the areas served, as well as analysis of security incidents and other shocks to the BHA team and colleagues to assist in assessing needs and prioritizing resource requests.
- Conduct independent verification of needs and independently review internal and external analyses in areas such as targeting, modalities of assistance, crop production, nutrition, food security, health, water/sanitation, markets, supply chain, assets and livelihoods, climate adaptation, and disaster management. Recommend actions to BHA/DRC and BHA/Washington for forward planning and budgeting.

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.

2. Supervisory Relationship

incumbent will report directly to the BHA/DRC Team Leader or his/her designee USAID/DRC.

3. Supervisory Controls

The specialist will not act as a supervisor. Also, in the absence of the Office Director and/or Deputy Director, s/he may act as Office Director/Deputy Director.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education: Master's Degree or Equivalent (minimum of three years) in a development or humanitarian assistance related field (such as agriculture, environment, health, economics, public administration or international relations).

B. Prior Work Experience: At least 7 years progressively responsible experience in the field of food assistance in the implementation and monitoring of humanitarian/development programs (preferably for livelihood/food security activities) with U.S. or host government agencies, United Nations, Private Voluntary Organizations or other such Non Governmental Organization (NGO) with emergency or development capacity.

C. Language Proficiency: Level IV English and French proficiency (speaking/reading) is required. Level IV speaking for a local language, e.g. Kiswahili, Lingala, Tshiluba, Kikongo, etc. is preferred. Written and oral English must be at the level to prepare reports, briefings, summaries, presentations, etc. at the USAID Mission and Ambassador levels.

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.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

Quality Ranking Factors (QRFs):

Job Knowledge (60 points)

In-depth knowledge of (1) emergency and development food assistance modalities and implementation; (2) assessment methodologies, such as for emergency nutrition, WASH, protection, health, livelihoods and coping strategies, crop production; (3) commodity management practices including transport, warehousing, handling, tracking, disposition of losses and reporting. (4) host government policies for aid administration, customs protocols, etc... (5) In-depth knowledge of USG regulations relating to specialized appropriations for humanitarian assistance (e.g. Title II commodities, IDA funds); USAID policies on preventing and reporting sexual misconduct, procurement regulations, environmental compliance; and BHA guidance, regulations, etc...

Knowledge of trends in agriculture, climate change, nutrition/health care, disaster management, landscape management, economic livelihoods, cross-border trade, humanitarian assistance protocols and social protection required for the region.

High level of specialist knowledge in fields relating to food security and award administration. (1) international relief or development programs, emergency or development food assistance modalities and implementation; (2) assessment methodologies, such as for emergency nutrition, livelihoods and coping strategies, crop production; (3) technical expertise in food assistance-related fields; (4) host government policies for aid administration and current political/security operating environment.

Skills and Abilities (40 points)

The position requires a great deal of independence during travel and use of personal judgment, and at times will require the incumbent to represent USAID in unplanned situations. Additional skills needed include the following: (1) functional skills in Microsoft Office, Google, GIS, and ability to rapidly learn and use new technology; (2) excellent interpersonal skills and ability to work collaboratively and diplomatically in a team, with a variety of stakeholders, often under tight deadlines and with competing priorities strong interpersonal team work skills and ability to work effectively with a range of interlocutors, such as host government officials, U.S. Ambassadors and others; (3) ability to work independently with minimal supervision on field visits; (4) strong written and oral communication skills to effectively summarize disparate sources of information into succinct presentations, recommend courses of possible action, and to record trip observations; (5) strong judgment and critical thinking skills on assessing situations, judging possible infractions of USG regulations in areas of responsibility, recommending actions, and synthesizing information; (6) demonstrated analytical skills and understanding of basic statistical and accounting principles; and (7) ability to able to make proper judgments that respond to the situation on the ground, including a strong understanding of the political environment domestically and regionally.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

SELECTION PROCESS

After the application deadline, the EXO/HR Unit will refer all correctly submitted applications to an English language test and other relevant skills tests as part of the screening process. The HR team will review the test results and invite candidates who meet the minimum standards to complete the *form [AID 309-2](#) (Offeror Information For Personal Services Contracts With Individuals)* for further consideration. Shortlisted candidates will then be evaluated by a committee based on the outlined criteria and will participate in a written test and/or interview at USAID's discretion.

Only shortlisted candidates will be contacted. No responses will be sent to unsuccessful applicants.

Reference checks will be conducted only for applicants under consideration for employment. References should provide detailed information about the applicant's past performance and abilities. Note: Additional references may be obtained independently beyond those provided by the applicant.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

IV. SUBMITTING AN OFFER

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter ONLY** by email to usaidrkinshasa@usaid.gov by **January 28 , 2025** using the email subject line: **"72066025R10016 USAID Project Management Specialist (BHA)"**. This number is the solicitation number. Email subject lines that do not strictly adhere to this policy may be considered invalid.

Submit only one offer per candidate.

Late or incomplete Offers will be considered invalid.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms/documents after an offeror is selected for the contract award:

- Overseas Vetting Questionnaire (valid/Updated electronic copy)
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form
- ID or Passport (all passport covering past 7 years)
- School Documents (Diploma, Certificates, and Transcripts)
- Proof of work/End of service Certificate,
- Proof of Residency .

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS (as applicable): 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Family Leave Benefit; Maternity Leave (for female employees); Paternity Leave.

2. ALLOWANCES (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</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. **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_ (Ref. see template downloaded from [My USAID.gov](http://MyUSAID.gov))

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

END OF SOLICITATION