



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062020R10021
ISSUANCE DATE: September 16, 2020
CLOSING DATE/TIME: September 29, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Financial Analyst

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,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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www.usaid.gov/ng

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062020R10021
2. **ISSUANCE DATE:** September 16, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 29, 2020/4.30pm Nigerian time
4. **POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov
5. **POSITION TITLE:** Financial Analyst
6. **MARKET VALUE:** N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a February 2021.
8. **PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to Cooperating Country National (Nigerians only).
10. **SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

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

The Financial Analyst (FA) performs reviews of financial terms and conditions on project agreements, project implementation orders, requisitions, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls. The FA provides professional financial guidance to USAID/Nigeria on a range of issues related to the financial management aspects of proposed activities; participates as a key member of the technical teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews and procurement planning exercises. The FA participates in the performance of various types of audits, financial reviews, pre-award assessments, control environment and risk assessments, cost effectiveness assessments, and closeout reviews. The FA is responsible for conducting the annual review of the Mission's internal control systems as required by the Federal Managers' Financial Integrity Act (FMFIA) and participates in the assessment of partner country public financial management and procurement systems. He/she is required to perform work related travels.

2. Statement of Duties to be Performed:

Financial Analysis and Advisory Services (50%)

The Financial Analyst: o Provides professional financial advice on a range of issues related to the financial management aspects of proposed activities, such as estimated costs and required budgets; internal controls; fiduciary risk management and compliance; and other issues. Contributes to USAID's decision and policy making process by providing recommendations and suggestions for improving operational efficiencies, financial management practices, and the accuracy of financial reporting. Provides technical guidance on USG and USAID rules and regulations to the technical teams and implementing partners. Prepares the financial aspects of project design and procurement planning documents, such as budgets and financial plans for Implementation Letters, Grant Agreements, and other relevant implementing mechanisms. Assists activity managers in development of appropriate payment procedures in accordance with project implementation requirements.

o Performs reviews of financial terms and conditions on project agreements, project implementation orders, GLAAS requisitions, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls. S/he will monitor the execution of such documents to ensure compliance with financial plans and report on the financial status of those instruments to the Controller and other Technical Office Directors or Team Leaders.

o Participates as a key member of the technical teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises and other such activities. Performs the quarterly project accounting analyses and supports the Technical Teams in development of accrual estimates. Identifies and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Investigates any variances between projections and actual disbursements or accrued expenditure and provides the results to Activity Managers.

o Performs continuous and specific quarterly 1311 reviews for Mission's activities to fully support outstanding Commitments, Obligations, Sub-Commitments and Sub-Obligations to provide support for the Controller's 1311 Certification; conducts special analysis of historical accounting data and recommends management actions or alternatives which can be taken when the data discloses unfavorable trends, situations, and/or deviations from budget plans.

Audits, Pre-award assessments, Financial and Compliance Reviews, Internal Control Assessment (40 %)

The Financial Analyst:

o Is responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements. He/she prepares and maintains the Mission's audit inventory, which includes following-up on the receipt of audits from contracted audit firms, and also involves

tracking the progress of open recommendations, and developing the annual audit management plan.

- o Establishes and monitors the non-federal audit program for IPs based outside the United States. When required, requests and reviews copies of those audit reports evaluating any findings that may have an impact on the implementation of technical teams' activities.

- o Follows up on the audit process until the final audit report is accepted and issued by RIG/Pretoria. This involves working closely with implementing partners, auditors and RIG/Pretoria to provide required support and guidance. This also entails drafting the scopes of work and reviewing final reports for each audit. He/she updates aid recipients on OIG approved eligible audit firms and provides new guidance on audit requirements to recipients and the firms that audit them.

- o Updates the Mission on the status of audits and recommendations. He/she notifies all relevant parties inside and outside the Mission of the initiation and completion of required audits to ensure proper participation in entrance and exit conferences.

- o Serves as the Mission contact and subject matter expert on technical questions arising in the course of audits regarding USAID regulations and procedures. This includes attending entrance, mid-term and exit conferences with all parties related to audits.

- o Coordinates correspondence with all stakeholders inside and outside the Mission, including senior management in the Mission and at Agency Headquarters in Washington, regarding all aspects of audit procedures from initiation to closure.

- o Reviews audits for adequacy and compliance with requirements as specified in OMB-Circulars. Ensures that audit recommendations receive appropriate and timely management decisions from Mission Senior Staff and that the final actions on audit recommendations are achieved within required timeframes. This involves working closely with the COR/AORs, Activity Managers, Agreement Officer and implementing partners to coordinate the formulation, implementation and follow-up of management decisions as well as closure of open audit recommendations.

- o Serves jointly as USAID/Nigeria's Audit Management and Resolution Officer, responsible for all financial and performance audits, and the preparation and monitoring of the Mission's annual audit plan. He/she will be responsible for preparation and/or review of Mission responses to the Regional Inspector General's audit report recommendations, and for closing out audit recommendations with USAID/Washington's Chief Financial Office; and will liaise with Inspector General's office, and advise the Controller and the Mission Director on the status of audits.

- o Participates in the performance of various types of audits, financial reviews, pre-award assessments, and compliance reviews. These include control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews on USAID-funded organizations to determine the levels of accountability and adequacy of control environments within those entities. Oversees the OFM Annual Financial Review Plan for the technical teams and actively leads/participates in the performance of financial

reviews, internal control assessments and financial management training for implementing partners. Incumbent also will establish and implement annual plans for performing financial management reviews of the Mission's implementing partners in Nigeria; review the performance of implementing partners/agencies; prepare site visit reports to detail findings and recommendations; and track and follow up on implementation of recommendations. When a review or an assessment is outsourced, He/she will be the Contracting Officer's Representative (COR) for this award.

o Serves as the coordinator for all Management Council on Risk and Internal Control (MCRIC) related issues and findings by tracking and monitoring actions required to strengthen internal controls in the Mission. He/she is responsible for conducting the annual review of the Mission's internal control systems as required by the Federal Managers' Financial Integrity Act (FMFIA); guides and advises Mission staff on their responsibilities for maintaining effective internal control, operating systems and procedures; proposes recommended courses of action to correct management deficiencies and reported material control weaknesses, and takes responsibility for tracking the Mission's progress in addressing progress made to remedy deficiencies/weaknesses.

Public Financial Management and Capacity Building (10%)

The Financial Analyst:

o Participates in (a) rapid appraisals of host country systems; (b) assessments on public financial management and procurement systems; (c) host country contracting and/or financial management capability assessments as a precondition to award approvals and contracting capability certifications; (d) Host country and donor discussions on public financial management, procurement and other related forums.

o Advises Mission management on the reliability of host country systems, and the effectiveness of the underlying internal control; advise Mission management on weaknesses and possible recommendations. He/she identifies or coordinates the capacity building needs endorsed and/or determined from assessments conducted on the Host Government Agencies, both at the National and Local Levels, develops an Action Plan or a SOW to address those, and oversees implementation.

o Participates, in conjunction with assessments conducted, in the conduct of relevant FM training and technical assistance to the Host Country entity, aimed at strengthening internal controls and management systems; and at building the capacity of NGOs and Host Country Government Implementing Agencies.

3. **Supervisory Relationship:** The incumbent, relying on his/her high level of professional judgment, technical ability and managerial skills, works independently or as part of a team, and reports to the Supervisory Financial Analyst.
4. **Supervisory Controls:** The incumbent will not directly supervise staff. However, on audits, financial reviews and other engagements performed by CPA firms or consultants under contract with USAID/Nigeria OFM, incumbent may be assigned to manage the engagements, including providing oversight of contractors.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Bachelor's degree or local equivalent in accounting, auditing, finance, or business administration is required. In addition, one of the following professional certifications is required: Certified Public Accountant (CPA), Associate Chartered Accountant (ACA), Association of Chartered Certified Accountant (ACCA) or Certified National Accountant (CNA) is required.

b. Prior Work Experience: A minimum of five years of progressively responsible experience in accounting, auditing, or financial management is required. Experience must include at least three years of audit experience with an accounting firm is required.

c. Language Proficiency: Level 4 English ability in speaking, reading, and writing is required.

d. Job Knowledge: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology (private sector, governmental, and non-profit) is required. A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of Nigeria governmental and business institutions with regards to finance, accounting, budgeting and reporting; as well as governmental and not-for-profit accounting, budgeting and reporting are required.

The incumbent will be expected to gain a thorough knowledge of laws, regulations, and procedures associated with U.S. government financial management project design, management project design, management and evaluation

e. Skills and Abilities: Excellent interpersonal skills are required, as the incumbent will frequently be working with the officials and staff of IPs and others who may be unfamiliar with U.S. government's programming and budgeting process. The incumbent must have solid verbal communication skills. Excellent writing skills are required in order to prepare regular audit reports to the Regional Inspector General of USAID. The ability to work effectively in a team environment, and to achieve consensus on policy, program/project, and administrative matters is required. Have an ability to master the use of Agency-specific accounting and reporting software effectively understand and process the systems and data that form the heart of the task performed in this position.

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. Education (as stated above) 10 points
2. Prior Work Experience (as stated above) 20 points
3. Job Knowledge (as stated above) 30 points
4. Language Proficiency (as stated above) 10 points
5. Skills and abilities (as stated above) 30 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be considered.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria as stated above. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Reference checks will be made only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

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); or a current resume that provides the same information as AID 309-2 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g. certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures. E-mails received without the appropriate subject line and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCN 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: CCNPSC - Product Service Code: <i>R497</i> - Accounting Info: SC/620-MAARD-0016-3-20002/DV/18/19/620-M/1130007/1210601/7218/191021	1	LOT	\$ _TBD_	\$_TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .