



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062020R10002

ISSUANCE DATE: November 18, 2019

CLOSING DATE/TIME: December 2, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) USAID Development Program Specialist**

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, Sections I through V** 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 information.

Sincerely,

Penelope A. Thomas
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062020R10002
- 2. ISSUANCE DATE:** November 18, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 2, 2019
- 4. POSITION TITLE:** USAID Development Program Specialist
- 5. MARKET VALUE:** **N12,098,470 to N18,239,850** equivalent to **FSN-10; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective October 27, 2019). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

The Development Program Specialist position is in the USAID/Nigeria Program Office. S/he reports to the Senior Development Program Specialist and receives additional guidance from the Deputy Program Officer and Supervisory Program Officer. Primary responsibilities include preparing and revising the USAID/Nigeria budget; and providing daily oversight and management of USAID/Nigeria's program budget. The Specialist will support the Senior Development Program Specialist by preparing, reporting, and monitoring budget data, and providing historical budget information and analyses. The Specialist will assist with programmatic planning and budget management by drafting pre-obligation documents, maintaining up-to-date budget figures, briefing technical teams on country and sector budget levels, agreement funding levels, earmarks and key issues, availability of funds, and managing the annual operating year budget (OYB). The Specialist will provide input into annual programmatic budget requests and reports, including Mission Resource Requests, Congressional Budget Justifications (CBJ), Operational Plans, and annual Program Office procurement plans. The job may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Budget Preparation, Reporting, and Monitoring

50%

The Specialist will frequently advise and guide the Mission on the Agency's routine budget policies and procedures listed in the Automated Directives System (ADS). S/he will support the Senior Development Program Specialist by drafting or providing input into annual programmatic budget requests and reports, including Mission Resource Requests, Congressional Budget Justifications (CBJ), and Operational Plans.

The Specialist will regularly conduct budget analyses and maintain an obligation schedule for all Development Objectives, including tracking of budget data, pipeline expenditures, and future budgetary needs to support implementation of the Country Development Cooperation Strategy and bilateral Assistance Agreements.

S/he will monitor the OYB matrix, among other budget and reporting instruments for review by the Senior Development Program Specialist. S/he will assist in monitoring and reviewing unexpended funds across all technical teams and assist in preparing reports or conduct budget analyses for quarterly financial reviews and portfolio reviews. S/he will consolidate budget data for presentation and provide an overview of the financial status of the USAID/Nigeria program. S/he will track the clearance process of financial and programmatic budget documents, resolve any problems that may arise, and ensure that materials for clearance and approval are provided in a timely manner. S/he will draft budget briefers and conduct budget related research.

2. Program and Project Planning

25%

The Specialist will contribute significantly to the planning, development, and implementation of USAID/Nigeria's programs and projects by drafting routine pre-obligation documents, including Congressional Notifications, Risk- Based Assessments, and Statutory Checklists. The Specialist will also maintain an ongoing record of all approved pre-obligation documents for reference and compliance purposes. S/he will regularly support the Senior Development Program Specialist in drafting Assistance Agreements, Amendments, and incremental funding notifications to these agreements. S/he will also assist in building and maintaining a robust relationship with the Government of Nigeria through relevant government agencies.

S/he will maintain up-to-date budget figures for all programs; track the budget by account, year of appropriation, and sub-obligation or sub-commitment status and critically examine it for accuracy and completeness. S/he will provide budget and programming analyses and suggest adjustments to the budget to the Senior Development Program Specialist and Mission Management.

3. Other Program Support 25%

The Specialist will manage input into various budget and programmatic databases, including the Field Support Database, and USAID's section in the Ministry of Budget and National Planning's Development Assistance Database (DAD), and will be responsible for the data entry reporting of Presidential initiatives (e.g. microenterprise and trade capacity), Agency initiatives, or other earmarks and directives.

S/he will analyze and monitor Program Office budget resource needs and availability, justify Program Office budget requests, and monitor Program Office budget expenditures. S/he will maintain the Program Office procurement plan and process GLAAS Requisitions for activities managed by the Program Office.

S/he may also serve as Program Office backstop representative to technical teams.

In accordance with ADS Chapter 502 (The USAID Records Management Program), the Specialist must execute efficient and economical practices and effective control over the creation, maintenance, disposition, and preservation of all electronic records, office records maintenance, and files procedures. In addition, s/he must understand and interpret the policies and procedures of the Agency's essential records program (ADS Chapter 511) in order to maintain compliance.

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

SUPERVISION RELATIONSHIP: Reports to the Senior Development Program Specialist and receives guidance from the Deputy Program officer and Supervisory Program Officer. Assignments are made orally and in writing. Most assignments occur in the normal course of work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, goals, expected results, and objectives to be achieved. The incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

SUPERVISORY CONTROLS: None

10. AREA OF CONSIDERATION: Nigerians Only

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

12. POINT OF CONTACT: All applications should be sent to abujahr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's Degree in business administration, accounting, finance, or database management is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible work experience in development activity management, accounting, finance, budget analysis, planning, and/or execution, budget development, program planning, program/project budgeting and evaluation is required. At least two years of this experience should be in an English-language environment.
- c. **Post Entry Training:** USAID will provide necessary specialized training related to USAID operations in both formal and on-the-job settings. The incumbent should also be prepared to

participate in online trainings relevant to the position, USAID's Program Cycle, and other mandatory online training related to USAID policies, regulations, and practices, as well as self-teaching learning activities. Formal training opportunities are subject to course offerings and availability of funds. The incumbent must complete USAID certification requirements in budget and program planning, procurement, project design, and evaluation. S/he will also complete required coursework in financial management and oversight. Trainings will include but are not limited to the following: Introduction to Program Cycle, Project and Activity Design and Implementation, Budget and Resource Management, Evaluation, Financial Management, GLAAS, and Records Management.

- d. **Language Proficiency:** Level IV(Fluent) English Language proficiency in reading, speaking and writing is required.
- e. **Job Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology as well as principles and accepted practices of governmental and business financial accounting, budgeting, and reporting is required. The incumbent is expected to master U.S. government budget processes and requirements for appropriation, allotment, accounting, and other budgeting procedures used in maintaining, reconciling, balancing and closing accounts. S/he must master USAID budget policies, regulations, and procedures. S/he must master the details of the Agency budget cycle, including formulation, justification, and execution, as well as the Congressional Notification process, congressional earmarks, and Agency priorities. S/he must also have a good understanding of USAID administrative and functional structure, the Africa Bureau, the overall USAID mission, and the Africa Bureau budget planning office. The incumbent must have an awareness of key donor organizations, development partners, and other stakeholders working in the country.
- f. **Skills and Abilities:** The incumbent must have the ability to collect and analyze complex data and prepare precise, accurate, and complete reports, which meet guidelines for style and content. S/he must have excellent written and oral communication skills. S/he must also have excellent interpersonal, relationship-building, customer service, and organizational skills. S/he must be able to relate the purpose and objectives of development programs/projects to costs and fiscal requirements. The Specialist must be able to think critically and solve problems in order to assist the Senior Development Program Specialist and technical offices with compliance regarding budget and oversight. The Specialist must be knowledgeable in MS Office applications including Word, Excel, and PowerPoint. S/he must also have abilities in managing complex budget data, including ability to use database management applications to manage and develop charts and other briefing materials that display increasingly complex budget information.

III. EVALUATION AND SELECTION FACTORS

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

Per this scoring rubric, prior work Experience, Job Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

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

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: abujahr@usaid.gov

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 or curriculum vitae that provides the same information as a AID 309-2.

All documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.) MUST be attached to the application.

A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

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.

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, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the 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 following forms.

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 CCNPSC 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>

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>