



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72016922R10002
ISSUANCE DATE: 04/08/2022
CLOSING DATE/TIME: 04/25/2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - 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.

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,

Michelle Fekade, S/EXO
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72016922R10002

2. ISSUANCE DATE: 04/08/2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 04/25/2022

4. POINT OF CONTACT: USAID/Serbia HR Office e-mail at belgrade_jobs@usaid.gov.

5. POSITION TITLE: Accountants

USAID is seeking multiple candidates for the position of Accountant. The hiring process for one (1) Accountant will be initiated **immediately** after the completion of the selection process. The hiring process for additional Accountant(s) may be finalized in the future based on funds availability and USAID/Serbia Management needs.

6. MARKET VALUE: 34,822 Euro – 48,746 Euro equivalent to **FSN-10**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Serbia. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five-Year Period of Performance with possibility to renew in accordance with ADS 309: - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.

8. PLACE OF PERFORMANCE: **Belgrade, Serbia, U.S. Embassy**, with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: Solicitation is available for Cooperating Country National (CCN). In regard to this solicitation, a CCN is considered any individual who is a Serbian country citizen, or a non-Serbian country citizen lawfully admitted for permanent residence in the cooperating country.

Under current law, non-Serbian and American citizens must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.

10. SECURITY LEVEL REQUIRED: Facility access approved by the U.S. Embassy RSO at post.

11. STATEMENT OF DUTIES

The Accountants (USAID) positions are located in the USAID Serbia. The incumbents provide full financial management services to the Serbia mission and a number of operating units included in the Middle East Regional Platform (MERP) in Frankfurt, Germany.

The incumbents are serving as the primary point of contact and accounting specialists responsible for analyzing, evaluating and coordinating all accounting matters for a portfolio of USAID/Serbia and a number of operating units included in MERP. The incumbents are responsible for reviewing contracts, grants, other obligating documents, and other commitments in various stages of project's progress. The incumbents maintain continuing dialogue with the Mission's DO teams and project officers to ensure the accuracy and integrity of USAID's financial position.

PROJECT ACCOUNTING RESPONSIBILITY

1. The Accountant's primary challenge is to review and evaluate the consistency and soundness of projects' financial transactions, and to interpret the financial data and create useful information that supports managerial decisions for USAID/Serbia and MERP countries when needed. In that capacity, the incumbent:
 - Develops a comprehensive and profound understanding of projects in his/her assigned portfolio to effectively analyze, evaluate and coordinate accounting procedures and actions. Reviews and analyses various project documents to develop a detailed understanding of project purposes as reflected in the Project Paper, Project Agreement and Budget Annex. Applies his/her knowledge in reviewing and evaluating proposed activities and in determining their conformity with the project-established intent.
 - Develops a comprehensive and profound understanding of the myriad of laws, regulations, procedures and authorities within which USAID projects operate. Applies his/her knowledge in reviewing and evaluating proposed financial actions to insure their validity and conformity with applicable laws and authorities, and to recommend approval or necessary corrections/modifications.
 - Designs and directs the establishment of effective control mechanisms and procedures to insure the accuracy, consistency and timeliness of project accounting activities. Such mechanisms/procedures relate to the obligation, earmarking, contracting and paying documents prior to posting; the posting of the fiscal information; reconciling the Mission's financial records with the Department of the Treasury and the US Disbursing Office; and the preparation of various accounting reports.
2. Provides Project Officers with information and guidance regarding the formulation and modification of budgets and transactions, measures for tracking key activities, etc. Identifies information needs and gathers data by visiting project sites, meeting with individual Project Officers, and attending project review committees and portfolio review meetings. Regularly reviews, analyses and evaluates project accounts to prepare reports and provide information relative to and exemplified by the following:
 - Mission spending patterns and the relative amount of support allocated to different program sectors;
 - Cash reconciliation;
 - Expenditure velocities of different project types;
 - Historical and projected pipeline trends;

- Use of local currency versus US Dollars;
 - Time and budget limitations, which might impede project progress;
 - Delayed or moribund projects or activities;
 - Financial backwaters, monies set aside but no longer needed;
 - Excessive or delinquent advances to organizations and individuals.
3. Based on accounting expertise and profound knowledge of USAID activities and regulations:
- Reviews and clears complex committing documents such as Invitations for Bid, Implementation Letters (ILs), Modified Acquisition and Assistance Request Document, (MAARD), Financial Requests (FR), etc for USAID/Serbia and some MERP countries.
 - Reviews payment terms for completeness and pays special attention in reviewing advance provisions, if any, to insure their propriety.
 - Since ILs that commit funds have no set format, ensure that all essential elements of a contract are included and may participate in drafting the financial sections of ILs.
 - Follow-up and take actions on outstanding reconciliation items and advances until cleared and/or liquidated.
 - Provides guidance to project officers in preparing and completing accruals, 1311 reviews and the de-obligation/re-obligation processes.

AD HOC PROJECT ACCOUNTING RESPONSIBILITY

In response to requests from AID/W, Project Officers, GOS officials or other sources (e.g. U.S. Government Accountability Office (GAO) or Congressional Committees), analyses and evaluates specific accounting aspects to:

- Verify the consistency and suitability of computerized financial systems, developed by USAID/Washington or other sources, for generating the appropriate financial data required;
- Develop, refine and revise ancillary reporting systems involving Quarterly Advances and other project accounting aspects;
- Recommend the inclusion of useful accounting features/criteria in proposed revisions to USAID worldwide accounting system;
- Produce special project accounting reports to assist Project Officers in monitoring budgetary needs of projects.

PROJECT ACCOUNTING SUPPORT ACTIVITIES

Performs various accounting support duties including, the following:

- Provides guidance and assistance and trains accounting and project personnel on regulations and procedures of USAID accounting systems, and the manual systems and procedures supporting and controlling the automated system;
- Keeps abreast of new computer programs with accounting or project management applications and evaluates their effect on current systems and procedures.

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.

Supervisory Relationship

Receives supervision from the FSN Chief Accountant who sets priorities and deadlines for major assignments. The incumbent plans and carries out assignments, establishes necessary controls and interprets regulations, while alerting the supervisor of potential problems. Completed work is reviewed for technical soundness and conformity to policy requirements.

Supervisory Controls

None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A Bachelor's degree in accounting, finance, economics, business and administration is required.
2. **Prior Work Experience:** Six years of progressively responsible accounting and/or auditing experience is required.

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:** Maximum number of points **15**. All candidates meeting only the minimum requirement will receive a maximum of **10** points. Additional points, up to maximum **15** points, will be assigned if the candidate holds an advanced studies/training in accounting/auditing/business administration and automated accounting systems
2. **Prior Work Experience:** Maximum number of points **25**. All candidates meeting only the minimum requirement will receive the maximum of **15** points. Additional points, up to a maximum of **25** points will be assigned if a candidate has more than 6 years of relevant experience. USG experience involving accounting and budgeting duties will be considered as an advantage.
3. **Language Proficiency:** Maximum number of points is **10**. Fluent Serbian and English ability (Level IV Reading, writing, speaking) is required. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

4. **Job Knowledge:** Maximum number of points is **20**. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. General familiarity with other relevant USG (GAO, OMB, and Treasury) policies and regulations; contracting regulations will be considered as an advantage. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.
5. **Skills and Abilities:** Maximum number of points is **30** – Demonstrated analytical, decision-making abilities and skills to effectively carry out assigned duties. The ability to understand the capabilities and limitations of the accounting system and to provide effective advice. Initiative and resourcefulness to identify and evaluate accounting policies and practices requiring correction and/or modification, and to formulate effective recommendations. Excellent interpersonal skills to effectively communicate with non-accounting personnel and to explain requirements, practices, policies and potentials. Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.
6. Reference check may be requested from the top ranked applicants.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form [AID 309-2](#), Cover Letter and detailed current resume or curriculum vitae providing email address and a daytime telephone number; plus
2. Offers must submit a list of three references who are not friends or family members, along with their contract information.
3. Offerors must complete Google Form – [link](#)
4. 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**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Background investigation forms
2. Medical clearance forms

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**

- a. Local Social Security System (LSSS) – All compensation payments made by the USG to enrolled employees are subject to LSSS employer contributions and employee deductions.
- b. Annual Leave – PSC is entitled to 20 work days (160 hours) for the first three years of employment and 26 work days (208 hours) for more than three years of employment.
- c. Sick Leave – Sick Leave is granted as needed.
- d. All Locally Employed Staff who are working full time under personal services contracts are eligible for Supplemental Health Insurance.
- e. All Locally Employed Staff who are working full time under personal services contracts are eligible for Life Insurance.

2. **ALLOWANCES (as applicable):**

No allowances are applicable.

VII. TAXES

The PSC is personally liable to pay any yearly income tax (tax for the employees whose total annual income exceeds 3 times the average annual salaries in Serbia).

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. **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. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) Definition. As used in this clause - United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals*. As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

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)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	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 [Standards of Ethical Conduct for Employees of the Executive Branch](#).

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.