



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72016923R10001

ISSUANCE DATE: 01/23/2023

CLOSING DATE/TIME: 02/06/2023

**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.

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 the Attached 1.

Sincerely,

Michelle Fekade, S/EXO
Contracting Officer

I. GENERAL INFORMATION**1. SOLICITATION NO.: 72016923R10001****2. ISSUANCE DATE: 01/23/2023****3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 02/06/2023****4. POINT OF CONTACT:** USAID/Serbia HR Office e-mail at belgrade_jobs@usaid.gov.**5. POSITION TITLE: Accountant****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, US 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 accountant (USAID) positions are located in the USAID Serbia. The incumbent provides full financial management services to USAID/Serbia and client Missions and operating units, Middle East Regional Program (MERP), Overseas Support Office (OSO), Office of Inspector General (OIG), Syria Transition Assistance Team (START), Libya, Tunisia, Lebanon, and Yemen.

The incumbent serves as the primary point of contact and accounting subject matter expert responsible for analyzing, evaluating and coordinating all accounting matters for USAID/Serbia and client Missions and operating units, Middle East Regional Program (MERP), Overseas Support Office (OSO), Office of Inspector General (OIG), Syria Transition Assistance Team (START), Libya, Tunisia, Lebanon, and Yemen. The incumbent is responsible for reviewing contracts, grants, other obligating documents and other commitments information for program and support operations activities. The incumbent communicates extensively with program, program support, and operational expenditure procurement officers to ensure compliance, accuracy, and integrity of USAID's financial oversight activities.

PROJECT ACCOUNTING RESPONSIBILITY

1. The Accountant's primary role and responsibility is to ensure operational compliance with U.S. Government financial oversight policy and procedures governing financial reporting, and to create useful information that informs managerial decisions for USAID/Serbia and client Missions and operating units, Middle East Regional Program (MERP), Overseas Support Office (OSO), Office of Inspector General (OIG), Syria Transition Assistance Team (START), Libya, Tunisia, Lebanon, and Yemen. In that capacity, the incumbent:

- Maintains a comprehensive knowledge and understanding of programmatic, program support, and operational support expenditure budget activities for his/her assigned portfolio. As subject matter expert, he/she analyzes and executes accounting financial recording and reporting activities. Reviews and analyses project documents to gain a working knowledge and understanding of project activities financial budget, procurement, and disbursements. Manages intra-agency funding requests between Department of State and USAID. Applies his/her knowledge in reviewing and evaluating proposed activities to determine project financial compliance with project financial reporting requirements.
- Maintains a comprehensive knowledge and understanding of a myriad of laws, regulations, procedures governing USAID project operations. Applies his/her expert knowledge when evaluating financial actions to ensure validity, accuracy, and compliance with applicable policies and procedures, and recommends corrections/modifications when appropriate.
- Designs and directs effective financial control procedures to ensure accuracy, consistency and timely financial recording and reporting for project activities. These important mechanisms/procedures relate to obligations, earmarks, contracts, and disbursement documents processed prior to recording activities in Phoenix system; the recording of the fiscal information; the reconciling of 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 financial advice regarding the formulation and modification of budgets estimates and transactions, measures for tracking key activities, etc. Identifies information needs and gathers data by visiting project sites, meeting with individual Project Officers, and participating in project and portfolio review meetings. Regularly evaluates project accounts to prepare reports and provide information for the following:

- Mission spending patterns and the relative amount of support allocated to different

- program sectors.
- Cash reconciliation.
 - Expenditure (Program support & Operational support) for various funding priorities;
 - Historical and projected pipeline trends.
 - Use of local currency versus US Dollars.
 - Financial oversight efficiency analysis, 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. As a subject matter expert with accounting expertise and profound knowledge of USAID activities and regulations:

- Reviews and clears complex commitment documents such as Invitations for Bid, Implementation Letters (ILs), MAARD's, 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.
- Works with technical office to ensure implementation letters include all the essential financial elements for compliance with U.S. Government policy and procedures.
- Reconciles outstanding advances to each action is cleared and/or liquidated promptly.
- Lead the mission or operating units to prepare and complete accruals, 1311 reviews and the de-obligation/re-obligation processes.
- Coordinates and processes contract and grant close-outs with Contract and Agreement Officers.
- Provides guidance to Project Officers in determining the appropriate documents and formats for procurement transactions.

AD HOC PROJECT ACCOUNTING RESPONSIBILITY

In response to requests from AID/W, Project Officers, GOS officials or other sources (e.g. GAO or Congressional Committees), analyses and evaluates specific accounting reporting requirements to:

- Verify the consistency and suitability of computerized financial systems, developed by AID/W or other sources, for appropriate financial reporting requirements.
- Develop financial data for ancillary reporting involving Quarterly Advances and other project accounting purposes.
- 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.

MISCELLANEOUS PROJECT ACCOUNTING SUPPORT ACTIVITIES

Performs various accounting support duties including, but not limited to, the following:

- Provides expert advice and training to project personnel on U.S. Government financial

- policy and procedure and USAID accounting systems.
- 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 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:

This is not a supervisory position

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A Minimum of Bachelor's degree in accounting or its equivalent is required.
2. **Prior Work Experience:** Minimum of five years of progressively responsible accounting and/or auditing experience, preferably public or private accounting organization, required.
3. **Language Proficiency:** Level IV (fluent) English and Serbia ability 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>.

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.

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**. Level IV (fluent) English and Serbia ability 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. Complete familiarity with USAID accounting policy, and procedural and reporting requirements. General familiarity with other relevant USG (GAO, OMB, and Treasury) policies and regulations; contracting regulations; and Phoenix procedures, requirements and conventions. 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, supervisory and decision-making abilities and skills to effectively carry out assigned duties. The ability to understand the capabilities and limitations of Phoenix accounting system and to provide effective advice to Project Officers and other concerned individuals. 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

1. 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
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements

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 workdays (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 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: <i>R497</i> - Accounting Info: <i>TBD</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/OGE%20Regulations>.
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.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.