



USAID | KYRGYZ REPUBLIC

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: May 16, 2023
CLOSING DATE/TIME: June 06, 2023

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) USAID Development Program Specialist (Budget), FSN-11, USAID/Kyrgyz Republic (USAID/KR), Bishkek

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 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,

JUSTIN SPRY BALTZ Digitally signed by JUSTIN SPRY
BALTZ
Date: 2023.05.15 15:31:35 +06'00'

Spry Baltz
Contracting Officer

ATTACHMENT 1 TO SOLICITATION NO. 12/2023

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 12/2023
2. **ISSUANCE DATE:** May 16, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 06, 2023 (6 p.m. Bishkek Time)
4. **POINT OF CONTACT:** USAID/Central Asia Human Resources Office,
e-mail: CentralAsiaJobs@usaid.gov (with autoreply)
and/or almatyhr@usaid.gov
5. **POSITION TITLE:** USAID Development Program Specialist (Budget), FSN-11
6. **MARKET VALUE:** \$ 34,360 – \$ 48,103 gross per annum equivalent to FSN-11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Kyrgyz Republic.
Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
8. **PLACE OF PERFORMANCE:** USAID/Kyrgyz Republic (USAID/KR), Bishkek with possible travel as stated in the Statement of Duties
9. **ELIGIBLE OFFERORS:** Kyrgyzstani nationals and other nationals with valid permanent residence on the territory of the Kyrgyz Republic
10. **SECURITY LEVEL REQUIRED:** FSN SBU
11. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

Development Program Specialist (Budget) performs one of the core functions in Program Office (PO). S/he reports to USDH Program Office Director or his/her designee, though performs daily duties with minimal or no supervision, thus exercising a great deal of judgment, initiative, and skill. The job holder's primary responsibility is management of USAID/Kyrgyz Republic's budget throughout the budget cycle, and in full compliance with prevailing USAID's policies and procedures.

The job holder's primary responsibility is management of USAID/Kyrgyz Republic's budget throughout the budget cycle, and in full compliance with prevailing USAID's policies and procedures. She/he leads the development of key annual budget deliverables such as Mission Resource Request (MRR), Congressional Budget Justification (CBJ), Operational Plan (OP), the Strawman budget exercise, and the Budget Reviews as well as corresponds with USAID Washington's Asia Bureau's program office, and State EURACE Bureau regarding country-level budget allocations. She/he ensures timely funds obligations by the end of each Fiscal Year (FY). Keeping up to date with the latest Agency-level rules and policies, she/he provides guidance to Mission's technical teams and senior staff on all budget related matters and is responsible for management of USAID's main budget-related programs and systems.

The job holder provides assistance to the Health and Education Office's budget preparation and budget monitoring for funds that include PEPFAR, Global Health Security Agenda (GHSA), and TB.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Budget Formulation and Execution: (35%)

1. Responsible for planning, programming, and timely obligations of all bilateral program funds, in full compliance with AID/W, Asia Bureau, and Mission's policies and procedures.
2. Coordinates development of Mission's budget deliverables such as MRR, CBJ, OP, the Strawman, budget reviews, Congressional Notifications (CN), and other budget documents, ensuring timely submissions to AID/W. Main POC for AID/W and EURACE inquiries and reporting requests.
3. Participates in the development of Mission's operating budget and staffing plans, in collaboration with the Office of Financial Management (OFM) and the Executive Office (EXO), as applicable.

4. Participates in the development of Mission's Procurement Plan, tracks the status of procurement actions, and ensures timely funds obligation by the end of each FY.
5. Provides guidance to Mission's senior staff, technical teams, A/CORs, and financial analysts on funds availability, most efficient use of program funds, and possibility of swapping and/or reprogramming funds therefore building their capacity in budget management.
6. Gathers basic data (both financial and program technical details) to process waivers and special authorizations required for programs in the Kyrgyz Republic, such as any use of notwithstanding authority, special notifications, and Trafficking in Persons restrictions. Consolidate basic data and provide recommendations to the Mission management and Washington on how to best comply with such situations.

B. Budget Analyses and Reporting (35%)

1. Completes budget analysis such as through multi-year funding trends, budget projections, or similar, as requested by SPO Director, or the Mission Front Office
2. Ensures timely and accurate reporting by using existing systems, databases and programs, as well as developing new tools and customized reports.
3. Responsible for maintaining accurate and updated OPS Master and/or other budget management tools that USAID/Kyrgyz Republic uses
4. Ensures timely and accurate funds tracking such as through funds obligations, reprogramming actions, OP updates, and other means, as necessary. Manages Program Objective types of funds (Program Design & Learning, Administration & Oversight, and Evaluation), and reports on their status, as requested.
5. S/he analyzes the budget of our programs and provides budgetary and financial support and capacity building for local partners to guide them on USAID financial reporting procedures in compliance with USG and PEPFAR requirements and per USAID's localization strategy.
6. Serves as subject matter expert for the Global Acquisition and Assistance System (GLAAS): Initiates GLAAS requisitions for new and active awards, advises COR/AORs and others on the requirements of GLAAS entries, and provides technical guidance on Solving errors and GLAAS updates.

C. Health and Education Office Budgetary Support: (30%)

1. Provides guidance to the Health and Education Office (HEO) team and assists in preparation and formulation of annual and multi-year office budgets and ensures program budget planning and development is aligned with Mission strategy and cross-cutting priorities and adheres to agency requirements (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).
2. Provides the appropriate fiscal data to be used for new and existing HEO projects
3. Advises HEO on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type and duration including TB, PEPFAR and Global Health Security Agenda (GHSA) funds. Updates uncommitted balances regularly and provides technical and programmatic recommendations to the HEO Director on the use of un-sub-committed balances for new or ongoing activities. Makes recommendations to the regarding appropriate contractual and financial actions
4. Tracks HEO obligations, outlays, accruals and pipelines and ensures their conformity to action plans, budgets and U.S regulations, as well as PEPFAR, TB, GHSA or other special funding and reporting guidelines. Is skilled in HEO reporting applications such as NextGEN, DATIM, Panorama, and Sharepoint
5. Analyzes existing HEO financial data, including pipelines, disbursements, accruals and forecasted expenditures to inform the budget formulation process.
6. Provides support for HEO staff when GLAAS actions are needed (e.g., requisitions or modifications).

Supervision Received: Under the direct supervision of the USAID/KR Program Office Director, or his/her designee, this position plans and carries out complex analytic and writing assignments with a high degree of independence. Meets regularly with his/her supervisor and Mission staff. Once general policy guidance is provided, the incumbent has the latitude to carry out assignments independently and creatively. The job holder is held responsible for timeliness and quality of work produced as well as contributions to overall team performance.

Supervision Exercised: This position is not supervisory, but the job holder is expected to have a positive, productive, and professional relationship with all U.S. government staff and its partners. This position will require management of specific processes and involved staff and giving direction to others.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Bachelor's degree in one of the following is required: finance, accounting, economics, business administration, international development, social science, public administration, international relations, or a related field.

b. Prior Work Experience: Minimum five years of progressively responsible experience with an international development organization in administrative areas related to project management including professional budgeting and/or financial analysis, account maintenance, bookkeeping, or other related spheres, is required. Minimum two years of this experience with an international development organization or other US Government agency in financial operation or budgeting is required.

c. Language Proficiency: The ability to speak, read, understand, and write in English and Russian at Level IV is required.

d. Job Knowledge: Understanding of USG operations, regulations on the program budget and finance, U.S. Government federal budget cycles, appropriations law, and Financial Management. Knowledge of the Kyrgyz economic, political, social, and cultural characteristics, and development trends. Professional-level skills in computer word processing, database applications, EXCEL, and computer graphics software are required. Experience in using the internet to conduct searches and collect information is required.

e. Skills and Abilities: The following is required: advanced skills in financial management and budgeting; use of Microsoft office applications (MS Word, Excel, PowerPoint, Access, etc.) to accomplish assigned tasks; computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing.

Understanding of USG software applications and tools such as OPS Master, Phoenix, PHOENIX Viewer, GLAAS, FACTS Info NextGen, Field Support Database, DIS, and PEPFAR Related tools including DATIM, Sharepoint and Panorama.

The Position also requires attention to details and ability to ensure accuracy of documents, analyses, and reports. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. This position requires an ability to exercise flexibility and prioritization to accept and react to evolving planning and implementation contexts. She/he must exercise sound judgment, take initiative and demonstrate leadership including coaching and counseling others in knowledge and skills related to the position. This position will require some domestic and international travel.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education (10 points);
2. Prior Work Experience (35 points);
3. Language Proficiency (10 points);
4. Job Knowledge (10 points);
5. Skills and Abilities (35 points).

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.

IV. SUBMITTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Tuesday, June 06, 2023** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/KR reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. 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.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 necessary 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/ALLOWANCES

According to the Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

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

USAID regulations and policies governing **CCN/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> .
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. 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.