

SOLICITATION NUMBER: 72016925R10001
ISSUANCE DATE: 10/31/2024
CLOSING DATE/TIME: 11/14/2024

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 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 solicitation.

Sincerely,

Marc Griego
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72016925R10001
2. **ISSUANCE DATE:** 10/31/2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 11/14/2024, CoB 16:30 Belgrade time
4. **POINT OF CONTACT:** belgrade_jobs@usaid.gov
5. **POSITION TITLE:** Financial Analyst - 2 positions
6. **MARKET VALUE:** From EUR 45,716.00 to EUR 63,998 equivalent to FSN-11
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 with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS: Solicitation is available for Cooperating Country National (CCN) currently working in the Financial Management Office of USAID Serbia.**
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

1. General Statement of Purpose of the Contract

The USAID/Serbia Financial Analyst (FA) provides the full range of financial management advice and support services required by USAID/Serbia's staff, senior mission management, and external partners. The FA reports to the Chief Accountant and serves as a member of the mission's Development Objective Teams (DOTs), designing and implementing development assistance programs in Serbia. The FA serves as a financial management expert to provide analysis and advise on:

- 1) the financial aspects of developing, implementing and evaluating mission development activities;
- 2) the internal financial management operations required by the mission's development portfolio, including adequacy of financial controls, reporting internally and externally, resolution of audit recommendations; and
- 3) effective support to potential and ongoing implementing partners.

2. Statement of Duties to be Performed:

Implementation Analysis and Support to the Mission:

- As an advisory financial management expert, the FA serves across the mission's DOTs to support the entire portfolio. The FA represents the Controller on the DOTs in accordance with delegated authorities, and provides a full range of advisory financial support services to the mission and implementing partners, including design of new activities, budget, audit, financial advice on USAID practices and regulations, and methods of activity implementation. The FA advises on development, implementation and evaluation of USAID-financed activities and the various aspects of mission internal operations required to manage the complex development portfolio.
- The FA conducts financial assessments and reviews of potential and ongoing USAID implementing partners' (IP) financial and management controls, and provides recommendations to the Contracting Officer and Controller regarding IP's ability to achieve objectives and adequately account for USG funds. For non-government institutions, the FA performs analyses to determine that the project's financial feasibility is demonstrable; potential financial problems are identified and addressed; funding levels are appropriate; budgetary requirements have been identified and provided by prospective IP's; estimated budgeted costs are reasonable, methods of financing are appropriate; adequate controls for financial management have been provided for; and proposals are within the capabilities of prospective IP's. Performs pre-award analysis of IP systems to determine the adequacy of IP's accounting system and internal controls, their financial status and their financial and institutional capability to implement. For proposed funding to public sector entities (Government-to-Government - G2G) serves as a member of the Chief Financial Officer (CFO) led G2G Risk Management Team to conduct Public Financial Management Risk Management Framework (PFMRAF) Stage 1 and Stage 2 reviews, per guidance in ADS220. This ensures proposed methods of project implementation are consistent with identified risk levels.
- Advises potential and ongoing IP's of financial aspects of activity/project management and provides capacity-building assistance to IP's to implement necessary measures to strengthen their financial systems. For this purpose, the FA develops materials and presents financial best practices and USG regulations for new and ongoing IPs in formal and informal training settings. Supports the agency's 'Local Solutions' goals by conducting organization capacity assessments of local IP's in order to advise IP's on strengthening their operations and to assist

in capacity-building of local organizations. Provides advice and recommendations to IP's to mitigate identified internal control risks and improve operational weaknesses. Provides capacity strengthening and support as IP's seek to become efficient and self-sustaining. This includes working closely with the IP's management, financial, procurement, and administrative staff.

- Reviews and makes recommendations on IP financial operations information for compliance with conditions precedent or reporting requirements. Monitors financial progress during the life of project to identify deficiencies to determine if deficiencies have been corrected and to resolve any financial issues identified by project evaluations. Recommends actions to correct deficiencies or improve implementation and conducts follow-up actions.
- Develops financial and analytical tools to monitor project/activity implementation to advise and inform decision-making by senior management. In coordination with project/activity managers performs field visits to examine financial and management systems for accountability and ensure correctness of expenditures. Serves as a member of project evaluation teams to determine if use of project funds matches progress of project. For this purpose, develops and implements a financial review plan involving on-site reviews to ensure proper financial management measures are being followed and are adequate to ensure proper utilization of USG resources.
- Drafts statements of work for outsourced financial assessments, reviews, capacity development or other services for the benefit of IP's. Oversees the performance of these analyses by outside consultants.

Business Analysis for the Mission:

- Leads the mission's Enterprise Risk Management (ERM) activities throughout the year. In doing so, the FA ensures compliance with GAO Green Book, OMB Circular A-123 requirements and specific agency ERM guidance. The FA evaluates and analyzes the mission's internal controls. Advises the Controller and senior mission management on development of Corrective Action Plans (CAPs) to resolve identified deficiencies. Monitors and periodically reports to mission management on actions taken to remedy identified internal control weaknesses.
- Actively engages designated DOTs on all development assistance issues including activity design, implementation methods, budget execution and closeout activities. Provides analysis for budget development and monitors budget execution, adequacy of current and future funding, and submission of required reports for the mission and USAID/W.
- Prepares detailed pipeline analyses for mission management on at least a quarterly basis to enable analytic evaluation of activities' financial status. Closely coordinates with activity managers in problem identification and resolution, ensuring obligated funds are adequate but not excessive for accomplishing activity results in compliance with the agency's forward funding guidelines. Leads pipeline review presentations with mission staff and senior management. This exercise identifies issues needing attention, tracks utilization of funds, starting

with budget allocations, funding levels, mortgage and planned-vs-actual expenditure analysis.

- Supports AID/W, the Controller and mission management by developing and ensuring implementation of the mission's audit inventory and planned audit program. Coordinates with activity managers and IP's to implement the audit plan, including the drafting of audit scopes of work, liaising with IP's and audit firms, and ensures audit progress stays on track. Resolves any audit issues that arise. Presents audit issues during periodic mission management meetings and recommends action plans to the Controller to address open audit recommendations. Serves as the mission's liaison with the Regional Office of the Inspector General (RIG) in Frankfurt to track and ensure prompt resolution of audit findings.
- In coordination with mission activity managers, prepares comprehensive accruals analyses for the program portfolio on a quarterly basis in accordance with Agency and Mission policy. Advises managers, records accruals data in Phoenix, the agency's financial management system. Reviews documentary evidence of the accrual exercise performed by managers, ensuring auditable and verifiable support for accrual actions.
- On a quarterly basis leads the '1311 Review' of program-funded obligations to determine whether obligated funds are still required, in accordance with agency guidance. Analyzes procurement obligating instruments (grants, contracts, POs, etc.) in order to facilitate closeout actions, provides financial advice and supporting documentation to the designated Close-Out Specialist. Facilitates de-obligation of funds no longer considered necessary, documents all decisions, obtains necessary approvals, takes required action, and maintains files on this process. Records journal vouchers in Phoenix to either transfer or deobligate excess funds. Corresponds in writing and orally with contractors, grantees, mission staff, USAID/W staff, and local and U.S. suppliers to make such determinations.
- Reviews program-funded actions entered in the agency's procurement system (GLAAS) to ensure funding data is accurate and that all pre-obligation requirements are met per agency requirements.

Providing Information

Develops and presents information and training materials for mission management, technical office staff and partners' staff re: pipeline funding, agency funding principles and guidance, commitments/obligations of program funds and processing of program documents. Maintains appropriate files in areas of responsibility, ensures financial data is properly included in financial software programs, reports and other documentation.

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

3. Supervisory Relationship

The FA works under the direct supervision of the Chief Accountant

4. Supervisory Controls

None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of bachelor's degree in accounting, finance, business administration, economics, social studies or similar is required.

Prior Work Experience: Minimum of 5 years of progressively responsible professional experience in financial analysis, accounting, auditing, budgeting required.

Language Proficiency: Fluent Serbian and English ability (Level IV Reading, writing, speaking) 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>.

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.

- a. **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 MBA or high degree in one of the Accounting, Finance, or Economic fields.
 - Minimum of bachelor's degree in accounting, finance, business administration, economics, social studies or similar is required.
- b. **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 total of 25 points will be assigned if a candidate possesses more than five years of relevant experience.
 - Minimum of 5 years of progressively responsible professional experience in financial analysis, accounting, auditing, budgeting required.
- c. **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.

d. **Job Knowledge:** Maximum number of points is 20.

- A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as of the principles and accepted practices of international non-governmental business institutions with regard to financing, accounting, budgeting and reporting is required. Knowledge of laws, regulations and procedures governing financial management as well as knowledge of how projects are designed, developed, implemented, and evaluated is required.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

e. **Skills and Abilities:** Maximum number of points is 30.

- Must have the ability to identify the financial strengths and weaknesses of proposed and/or on-going implementing partners. Excellent analytical skills to assess the reliability and value of data which is obtained; ability to make independent judgments regarding the institutional capabilities and the adequacy of accounting and management systems and controls. Excellent interpersonal, oral and written communication skills to communicate clearly and effectively with external and internal clients at all management levels. Ability to develop and effectively maintain contacts with high-level officials of host country institutions selected to implement activities. Ability to present facts and recommendations in a clear, concise manner, both orally and in writing. Ability to conduct sound analytical, evaluative and complex financial reviews and evaluations of (1) activity project proposals in order to determine the soundness and effectiveness of financial arrangements; and (2) financial and management operations including market surveys, procurement practices, etc. Excellent computer skills and knowledge of software packages (i.e. Microsoft Office Suite). Ability to work under high pressure and conflicting/emergency work demands is required. Creativity and self-motivation to proactively develop solutions to issues in a constantly changing working environment.

Short listed applicants will be evaluated through a written test in addition to the in-person or virtual interview.

Reference check - may be requested from the top ranked applicants. (pass/fail)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the [Offer Form 309-2](#), **Cover Letter** and **detailed current resume** or curriculum vitae providing email address and a daytime telephone number; plus
2. Offers must complete [Google Form – link](#)
3. Offerors must submit **a list of three references** who are not friends or family members, along with their contract information in a separate document.

4. Offerors 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. (**belgrade_jobs@usaid.gov**)
5. Offeror submissions must clearly **reference the Solicitation number** on all offeror submitted documents.
6. Usaid's Zero Tolerance For Sexual Misconduct

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at ADS Chapter 113, Preventing and Addressing Sexual Misconduct.

By acceptance of the contract award, the contractor acknowledges having read, and agrees to abide by, the Agency's ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed-certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
 - If Self-Certification response is "Yes": In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
 - Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY'S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID's Misconduct Reporting Portal. Prior to award, the CO will email ELR at hctm.elr@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administrating CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID's zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the

online module and has been made aware of USAID's zero tolerance policy for sexual misconduct.

7. **Incomplete applications will not be considered.**

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- Background investigation forms
- 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 workdays (160 hours) for the first three years of employment and 26 workdays (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)	QUANTIT Y (C)	UNIT (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 https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct.

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.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	Jun 2023
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