



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064125R10003

ISSUANCE DATE: Friday November 1, 2024

CLOSING DATE/TIME: Friday November 22, 2024
11:59pm Accra time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - USAID Development Program Specialist (Budget)

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,

Tonya Jordan
Contracting Office

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72064125R10003
- 2. ISSUANCE DATE:** Friday November 1, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** Friday November 22, 2024
- 4. POINT OF CONTACT:** GhanaApplications@usaid.gov.
- 5. POSITION TITLE: USAID DEVELOPMENT PROGRAM SPECIALIST (BUDGET) - USAID/GHANA**
- 6. MARKET VALUE:** This position has been classified at **FSN-11** on the U.S. Embassy salary scale. The annual salary range is between **USD \$31,614.00 and USD \$49,002.00***. This is in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. (Final compensation will be negotiated within the market value. Salary is paid bi-weekly in Ghanaian Cedis at the exchange rate in effect when the payment is processed).

**Current policy is that salary payments are based on a U.S. dollar market value. This policy is reviewed regularly and may change in future. A change in policy may establish salaries in Ghanaian Cedis that are not linked to exchange rates.*
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a May, 2025. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** *Accra, Ghana* with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates must be eligible to work in Ghana. Ghanaian Citizens or non-Ghanaian citizens lawfully admitted for permanent residence in Ghana.
- 10. SECURITY LEVEL REQUIRED:** US Embassy Regional Security Office Authorisation.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

The USAID Development Program Specialist (Budget) is located in the Program Office. S/he serves as a key budget specialist supporting [the team lead in the] management of program operations, budget systems and procedures. S/he assists in a wide range of responsibilities that includes assisting the Budget Team Lead in: 1) managing the mission's annual program budget process and 2) coordinating Mission relationships with counterpart Host Country Government officials. S/he has frequent interactions and corresponds with USAID/Washington (USAID/W) on program budgeting matters and with Host Country Government officials for budget negotiations and on the implementation of USAID funded programs in the host country. The USAID

Development Program Specialist (Budget) serves as the Acting Deputy Program Office Director or the Program Budget Team lead in his/her absence.

The USAID Development Program Specialist (Budget) serves to advise technical teams in the development of budget and procurement plans and liaises between technical and support offices to reconcile budget/financial data and coordinate actions. S/he collaborates with USAID/W counterparts to respond to queries and prepares/utilizes financial data for Mission-wide planning/reporting (e.g. OPS Master, Operational Plans (OP), Mission Resource Request (MRR), Congressional Budget Justification (CBJ), Congressional Notifications (CN), etc.). S/he liaises with the Host Country Government and provides general information to the Host Country Government, when requested. As a key member of the budget team, the job holder plays a key role in the formulation, implementation and management of the overall USAID development assistance program in the host country and independently performs the full range of professional consultative, advisory, analytical, operational and informational services of broad scope in connection with the average annual US economic assistance program in the host country, one of the Bureau's largest/high profile programs.

This position performs complex responsibilities, involving supporting the team and the facilitation of relationships between senior governmental partners, USAID, and the U.S. Embassy, when requested. The USAID Development Program Specialist (Budget) will assist the team in resolving unusual and difficult budget problems, advising on priorities for supplemental funds received, and ensuring that emergency funding is requested to avoid gaps in critical activities on an annual basis. The job holder will be required to perform work related travel approximately 10 percent of the time.

2. Statement of Duties to be Performed

A. MANAGE MISSION'S PROGRAM BUDGET (60%)

- Serves as a key member of the Budget Team and a specialist on USAID/Host Country Budget and keeps leadership and staff abreast of agency's annual budget guidelines and policies.
- Executes the full range of program budget and operations functions for USAID/Host Country in the Program Office including development of annual program plan and budget documents, and extraordinary budget requests with USAID/W.
- Liaises with USAID/W and Regional Legal Officer, assists in managing the annual Operational Year Budget (OYB) and provides inputs into recommendation on allocation and distribution of bilateral, unilateral and field support funds to comply with all earmarks, directives, and Agency priorities.
- Conveys USG appropriation legislation and programming guidelines established by USAID/W and ensures and tracks budget compliance by technical offices.
- Supports implementation and obligation/de-obligation of program funds and ensures appropriate approvals and clearances obtained from the USAID Mission Director beforehand.
- Compiles responses to numerous program budget and operations questions from USAID/W, Office of Management and Budget (OMB), Department of State, and Mission technical and support offices.
- Identifies and tracks all necessary steps of assignments from activity design to the formal signing of agreements.

- Ensures all requirements for obligating funds are met by USAID/Host Country technical officers prior to the Mission Director's signing of any bilateral agreements.
- Leads assigned technical offices to draft and complete the Mission's Annual Operational Plan for clearance by the Front Office and U.S. Embassy and for final approval by the Office of Foreign Assistance (F) at the Department of State.
- Coordinates preparation, draft and review of all budget documents and tables documents for required reporting, e.g., Operational Plan, Congressional Budget Justification (CBJ), and USAID budget inputs into the U.S. Embassy Mission Performance Plan (MPP), Post's Integrated Country Strategy (ICS) etc.
- Provides inputs to multi-sector briefing materials and other ad hoc reports required by the senior Mission leadership, USAID/W and Department of State officials and Host Country Government authorities to respond to budget concerns or issues.
- Drafts budget inputs to various reports for numerous internal and external audiences and responds to public enquiries addressed to the U.S. Ambassador, the USAID Mission Director, and the Host Country Desk regarding USAID/Host Country funding.

B. OFFICE MANAGEMENT and ADMINISTRATION (20%)

- Serves as a Budget Team lead or his/her alter ego, within the Office and internally with the Mission and USAID/W, when requested.
- Works closely with the Program Office staff to support day-to-day office management and administration as well as supervise the Budget Team.
- Acts as the Acting Deputy Program Office Director in the office management and administration to ensure smooth operations of the Program Office during absences of the USDH staff.
- Supports the Budget Team Lead to streamline office administration operations, systems, procedures, and approvals, such as project design and implementation, travel, training, workshops, and procuring routine services.
- Coordinates with the EXO on HR matters for Program Office positions to ensure staff roles and responsibilities are current, mentors staff, and ensures supervisory staff conduct annual performance reviews and professional training, as required.
- Identifies opportunities for and implements task shifting to empower staff and increase efficiency in Program Office teams.
- Advises the Office Director, Front Office, and USAID/W on programming strategies to improve USAID/USG operations, problem solves and/or alerts senior management and/or USAID/Washington on issues requiring their attention.
- Supervises, coaches and mentors Budget team in the day-to-day monitoring of all actions related to the obligation of funds.

C. GOVERNMENT AND DONOR COORDINATION (20%)

- Serves as a key member of the budget team that coordinates with the Host Country Government and donors on all matters relating to the USAID program and budget in the host country.
- Assists in presenting and explaining the approved OYB to the Host Country Government, provides briefings, if necessary, and negotiates any changes to the OYB.
- Supports negotiations of all Mission bilateral grant agreements with main government counterparts, as requested.

- Ensures that all bilateral agreements are finalized and accurately reflect discussions prior to being forwarded to host country officials.
- Supports negotiations with the government on modifications/adjustments to the agreements, based on a detailed understanding of each project, prior to signing.
- Drafts official responses to questions from the Minister of the host country and the Prime Minister's office on mission program budget and related matters.
- Provides input into briefs for the U.S. Ambassador's/Chief's of Mission and Head's of Cooperation Donor groups to coordinate all aspects of the U.S. development assistance program in the host country, covering both past history and current programs and trends.
- Supports USAID/Host Country Front Office donor coordination work by providing material for briefers, historical context, and talking points for discussions on the host country's development.

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 job holder operates independently but consults closely as necessary with the supervisor or his/her designee. The job holder manages all budget operations, handles all work independently according to USAID policies or accepted practices. S/he resolves budget problems that arise by determining approaches to be taken and methods to be used. Supervisor's review when necessary is limited to adherence to budgeting decisions and agreed programming actions. The Specialist undertakes multiple budget assignments across multiple years simultaneously with limited supervision. S/he consults when critical or urgent decisions are required from the Front Office, USAID/Washington or the host country government.

4. Supervisory Controls

The direct supervision of staff is not contemplated although as assigned, s/he will supervise, coach and mentor staff and conduct required performance evaluations for the Deputy Program Office Director or the Program Budget Team lead in his/her absence on a timely basis.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Bachelor's degree in accounting, finance or economics is required.

b. Prior Work Experience: At least five years of progressively responsible professional experience in the analysis, development and negotiation of complex budgets. Prior experience is required in managing project budgets and conducting negotiations with senior officials in the Host Country Government and international donor community.

c. Language Proficiency: Fluent (Level IV) written and oral English and local language (if applicable) proficiency is required.

III. EVALUATION AND SELECTION FACTORS

A supplemental document is required with written responses to the four Evaluation Factors listed below. Responses to each evaluation factor should not exceed 200 words.

Budget and Finance Expertise (30 points)

Experience using complex financial and accounting information to prepare concise, accurate analyses, written reports and oral briefings of information received. Experience with using computer applications in budget formulation and analysis, especially with spreadsheet software such as Excel, Google Sheets and Access database programs. Experience undertaking detailed financial analyses of program portfolios and making recommendations to technical teams and senior leadership.

Financial Monitoring and Evaluation (25 points)

Experience creating and utilizing reporting and management control systems, as well as interpreting guidance and rules as applied to specific problems, resulting in advice to USAID technical teams and senior leadership. Experience with developing, checking, analyzing and evaluating facts before making development recommendations. Experience reviewing budget proposals and reporting on their merits, financial soundness, feasibility, and associated risks.

Communication and Reporting (25 points)

Experience in writing clear and comprehensive reports on project progress, outcomes, and financial status. Experience turning complex budget data and financial processes into reports and/or presentations that are easy to understand for colleagues and partners not well-versed in financial mechanisms. Experience interacting with others including donors, representatives from the Ministry of Finance, and community members to share information and build consensus for project planning and budgeting.

Teamwork (20 points)

Experience working as part of a team in a fast-paced, multicultural setting and fostering a collaborative work environment to deliver results. Experience with solving problems as they arise and adapt to changing circumstances. Experience working with multiple technical teams to achieve results and complete tasks.

Total Possible: 100 points

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities. Applicants who obtain the highest scores based on the criteria defined may be interviewed and may also be required to pass a written test. A security authorization and medical clearance are required prior to employment.

After the closing date of this solicitation, all applications will initially be screened for minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the selection criteria will not be scored.

A Technical Evaluation Committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter. 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.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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>.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to submit the following:

1. USAID form 309-2 available at the following link: <https://www.usaid.gov/forms/aid-309-2>
2. A current curriculum vitae.
3. A supplemental document with written responses to the Evaluation Factors listed under Section III.
4. Relevant educational certificate (s) and work permit or residency permit.
5. **To ensure consideration of offers for the intended position, Offerors are asked to prominently reference the position title and solicitation number in the subject line of their email and on all documents submitted.**

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:

- a. Medical History and Examination Form (Department of State Forms)
- b. Security Clearance
- c. Finger Print Card (FD-258)

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. Health Insurance
- b. Annual Salary Increase (if applicable)
- c. Annual and Sick leave
- d. Annual Bonus
- e. Salary Advance (0% interest)
- f. Social Security Contributions
- g. Local and American Holidays

2. ALLOWANCES (as applicable):

- a. Meal Allowance
- b. Miscellaneous Allowance

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian 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 and TCNPSC awards are available at these sources:

- **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>
- **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: PSC-CCN - Product Service Code: R497 - Accounting Info: <i>BFY: 2023/2024</i> <i>Fund: DV</i> <i>Distribution: 641-M</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

- 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>
- **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>.
- **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.
- **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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----END OF SOLICITATION---