



# USAID | SOUTHERN AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 654-20-008

**ISSUANCE DATE:** February 10, 2021

**CLOSING DATE/TIME:** March 10, 2021

Local time, Luanda, Angola

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)

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, Sections I through IX** 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 CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Molly Steinbauer  
**Contracting Officer**

## I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 654-20-008
2. **ISSUANCE DATE:** February 10, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 10, 2021  
At 12:00 midnight, Local Time, Luanda, Angola
4. **POSITION TITLE: Development Program Specialist (Budget)**
5. **MARKET VALUE:** \$77,893 – \$109,043 pa equivalent to **FSN GRADE/10**  
Final compensation will be negotiated within the listed market value
6. **PERIOD OF PERFORMANCE:** Five years renewable contract subject to funds availability and need for the position.
7. **PLACE OF PERFORMANCE:** Luanda, Angola
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **AREA OF CONSIDERATION:** Internal and External Applicants
10. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## II. STATEMENT OF DUTIES

### Basic Function of Position:

The Development Program Specialist (Budget) serves in a unique position that is involved in the full range of a Program Office cycle including budget cycle formulation and resource management, planning, justification, implementation, and reporting. The work is performed in the USAID/Representative's office at USAID/Angola. He/she works under the day-to-day general supervision of the AID Representative with technical supervision of the USAID/Southern Africa Program Office and USAID/RSA Regional Health Office (RHAP) for all PEPFAR related budget issues. The Specialist is a full participant in any and all Mission strategic planning and project and activity design processes. The Specialist occupies a position of high responsibility and serves as a key member of the USAID/Angola office. USAID/Angola had an annual program operating year budget of \$22 million in FY 2020.

Acronyms: USAID/RHAP – Regional HIV/AIDS program; USAID/RPPDO – Regional Program and Project Development Office; USAID/RFMO – Regional Financial Management Office; PEPFAR – President's Emergency Plan for AIDs Relief; PMI – Presidential Malaria Initiative; M&O – Management and Operations; OP – Operational Plan; COR/AOR – Contracting/Assistance Officer's Representative; OGAC -- Office of the Global AIDS Coordinator

### Major Duties and Responsibilities:

The Development Program Specialist (Budget) provides leadership, coordination, advice and assistance to the AID Rep and Mission staff (management teams, AORs/CORs, activity managers) on all aspects of budgeting and the programming of funding for the annual Country Operational Plan (COP), the Operational Plan (OP), Program Performance Reports, Semi-Annual Portfolio Implementation Reviews, Congressional Budget Justifications and the Country Development Cooperation Strategy. S/He formulates, justifies, executes and reports on USAID development and OGAC PEPFAR funding:

- Formulates and justifies the development of multi-year program budgets, within broad parameters defined by the AID Representative and the USAID/Southern Africa Program Office;
- Maintains a budget tracking system (using OPS Master) of carry-over, new fiscal year, and no year funding;

- Maintains up-to-date obligation status of Mission resources, analyzes portfolio requirements and recommends program area/element/activity funding levels;
- Prepares periodic reports to management and activity managers on the status of obligations;
- Coordinates, formulates, justifies and provides, as needed with the Development Program Specialist (Budget), the budget input for foreign assistance requests including Mission Resource Request, Congressional Budget Justification, Congressional Notifications, Operational Plan, etc.;
- Coordinates and responds to Washington budget and financial tracking requests;
- Plans and requests funding allowances requests;
- Supports reconciliation of Mission and USAID/Washington budget, allowance, and obligation figures, and determinations of yearly de-obligations;
- Tracks the receipt and use of program funds by the Mission, in collaboration with USAID/Southern Africa and the USAID/Angola's Financial Management Office;
- Supports Mission CORs/AORs and Activity Managers in conducting pipeline analysis and accruals preparation,
- Supports activity close-out;
- Conducts, as required, internal activity level financial analyses;
- Provides budget and financial analysis advice on ad hoc issues that arise that may impact Mission programming.
- Provides substantive Mission-wide support to the annual Acquisition and Assistance process by tracking overall Mission procurement planning, maintains the ongoing Acquisition and Assistance Plan, and follows up with Mission staff on actions and guidance needed for completing activity-related procurement actions.
- Coordinates and tracks the Field Support Budget and the entry of all field support mechanisms into the Agency's database.
- Coordinates and assists USAID/RHAP and the General Development Office to prepare the PEPFAR Country Operational Plan Budget and required updates;
- Collects, analyzes, aggregates, and maintains budget data and information related to all USAID/Angola activities to assist Mission management and activity managers to monitor expenditures, pipelines and overall financial of implementing partners;
- Tracks outgoing funds in the form of incremental funding and expenditures of up to 20 implementing partners in programs that cover care, treatment, orphans and vulnerable children, health system strengthening, and strategic information, including under Letters of Credit;
- Formulates, justifies and updates, as needed the PEPFAR M&O budget;
- Formulates, justifies and updates, as needed, Presidential Malaria Initiative (PMI) budget request and PMI Operational Plan budget requirements; and
- Coordinates and leads quarterly financial reviews with USAID/RSA RPPDO, RHAP, and RFMO.

### III. MINIMUM QUALIFICATIONS

- **Education:** Completion of a university degree in accounting, budgeting, business management, international development studies, law, economics or a related field is required.
- **Prior Work Experience:** Minimum of five years of progressively responsible job-related professional-level experience in accounting, budget planning and management. At least two years of this experience should be in a development-oriented workplace, or a related field, other donor agencies, host-country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data. He/she should have experience with USG accounting systems, policies, procedures, and appropriation law.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- **Language Proficiency:** Level IV (fluent in reading, writing, and speaking) in English and Portuguese is required.

#### IV. POSITION ELEMENTS

- **Job Knowledge:** The jobholder is expected to be highly knowledgeable of USAID procedures and regulations, including both the substantive and administrative elements of USAID's assistance mechanisms.
  - (1) Must be able to obtain, analyze and evaluate complex financial and program information to prepare concise, accurate analyses, written reports and oral briefings of information received.
  - (2) Broad knowledge of computer applications, such as PowerPoint and Access database programs. Advanced knowledge of Excel.
  - (3) Broad knowledge of accounting and ability to understand and derive budget and program information from accounting systems. Broad knowledge of internal control processes not limited to ability to obtain and analyze information.

A thorough and detailed understanding of the substantive and administrative elements of USAID budget and program operations, project designs, implementation, monitoring and evaluation processes, not limited to ability to create and manipulate spreadsheets, databases and word processing documents.

The work requires a solid knowledge and understanding of accounting principles, theories, practices, and terminology, as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting. In addition, the Specialist must have a strong knowledge of, or the ability to quickly gain such knowledge of USG/USAID programming and donor operations. In addition, the Specialist must have, or have the ability to quickly acquire, knowledge of USG legislation, policy, and practice relating to development assistance, PEPFAR, and PMI as well as USG/USAID programming policies, regulations, procedures, and documentation and, of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge of and an understanding of the organization and roles of the different levels of the Government of the Republic of Angola (GRA) in order to maintain effective communication, and to develop consensus on USAID activities in Angola.

A thorough knowledge is required of USAID accounting and budgeting procedures, including a knowledge of accrual accounting.

- **Skills and Abilities:** The Specialist must have the ability to plan and analyze program budgets and have excellent written and oral communication skills. The Specialist should have strong project management skills, as evidenced by previous work experience, strong interpersonal skills, a team orientation, and the ability to be an effective liaison with a wide array of individuals and institutions. The Specialist must be fluent in English and able to demonstrate the ability to communicate complex technical, financial, and budget subjects effectively, both orally and in writing, in simple language targeted toward general audiences. Further, the Specialist must be able to prepare, review, and clear substantive reports and briefing papers in English, in a timely manner. The Specialist must have the ability to develop a thorough understanding of USAID and host-government policies and procedures; to explain the policy environment in which the organization operates; and, to articulate broader program goals and objectives to ensure that organization-funded activities are effectively addressing strategic goals. Computer literacy is essential, including competency in Phoenix, Asist, data bases, word

processing and the use of complex spreadsheet programs. The jobholder will be expected to lead and/or participate actively in meetings as appropriate with OGAC, USAID/Washington representatives, other donors, and implementing partners. Must be able to work in teams and lead teams set up for specific events and projects.

- **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, will be provided. IPC, Project Design, Activity Design training OPS Master and relevant USAID and PEPFAR Financial Management courses.
- **Supervision Received:** The Development Program Specialist (Budget) works under the day-to-day general supervision of the USAID/Angola Development Program Specialist with technical supervision and guidance provided by the USAID/Southern Africa Program Officer and USAID/RHAP for PEPFAR related funding. Assignments are made orally and in writing. Most assignments are self-generated and occur in the normal course of work. The Specialist exercises independence in most phases of the assignment but determines those situations that must be coordinated with the supervisors. The supervisors provide a review of the assignment, the goals and objectives to be achieved, and the results expected; the Specialist is expected to carry out those tasks independently. The Specialist seeks advice and assistance as required.
- **Supervision Exercised:** Supervision of staff is not contemplated.
- **Available Guidelines:** Available guidelines include United States Government program/project/activity guidance, rules, and requirements; USAID/Angola Mission Orders, USAID/Angola Country Development Cooperation Strategy, and other relevant reports; the Automated Directives System (ADS); USAID Mandatory and Standard Provisions, and the FAR and AIDAR; and, other published and unpublished guidelines. PEPFAR resources must adhere to technical approaches, guidelines and policies set by State Department's Office of the Global AIDS Coordinator (OGAC), which coordinates the President's Emergency Plan for AIDS Relief (PEPFAR). RHAP works in close collaboration with the Office of HIV and AIDS (OHA) in the USAID/Washington Bureau for Global Health (GH). Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- **Exercise of Judgment:** Planning, budgeting and program operations involve the analysis of financial, administrative, economic, social, and technical factors, as well as management of complex PEPFAR and USAID procedures. Program operations, support, and project management responsibilities involve complex obligation, contracting, and implementation actions. Monitoring and coordination responsibilities involve the creation of reporting and management control systems, as well as interpretation of guidance and rules as applied to problems, resulting in advice to Mission management. All of these responsibilities require the jobholder to develop, check, analyze, interpret, and evaluate facts before work can progress. In making decisions, the jobholder will need to consider and be sensitive to the merits of proposals, financial soundness and accountability, their feasibility given local conditions and a variety of factors.
- **Authority to Make Commitments:** The Specialist has specific authorities delegated by the AID Rep, largely based on the personal skills and knowledge the Specialist brings to the job. The Specialist independently provides assignments to SO Teams regarding the preparation of SO and activity-level budgets and procurement plans. Negotiates and determines the levels of obligation based on expenditure rates and Agency forward-funding guidelines. The Specialist has no personal authority to make financial commitments on behalf of the U.S. Government, but within the scope of the assignment the Specialist frequently negotiates ad referendum for the immediate supervisor. The supervisor typically clears all major written communications to parties outside the Mission. The jobholder can make recommendation and the supervisor approves.

- **Nature, Level, and Purpose of Contacts:** The Specialist maintains a range of contacts with good tact and judgment with senior USAID/Angola, USAID/Southern Africa, USAID/W, OGAC and Government of the Republic of Angola professional staff, implementing partners, and other donor representatives. The Specialist maintains contact with leaders from private-sector and non-governmental organizations. Contacts will be of a continuous nature through day-to-day meetings and periodic review sessions. Many of these contacts will be for the purpose of obtaining or providing budgetary and project-specific information on program/project implementation issues. The jobholder represents USAID/Angola in budget and program operations matters related to the program within U.S. Government circles and to external audiences.

Such contacts are to resolve programming and budgeting issues, project design issues, and USAID policies.

- **Time Expected to Reach Full Performance Level:** One year.

## V. 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 following factors, and points for each, will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation.

1. Work Experience ( 45 points)
2. Abilities and Skills ( 45 points)
3. Education ( 10 points)

### **How the Selection will be made:**

The successful candidate will be selected based upon the following:

- A preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience and English writing fluency requirements are met;
- Assessments may include English writing skills, and Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
- A personal face to face/virtual interview; and
- Reference checks.

USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English

language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.

The TEC will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and/or possibly interviews. Based on the results of the tests an applicant may be dropped from the interview list.

Following the interview (Step 3), during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. The TEC Chairperson will conduct and document reference checks (Step 4) and advise the TEC members of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on candidate ranking, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate. Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection. As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

**Submitting an Offer:**

- For an application to be considered complete, please include a high-quality one-page cover letter, explaining why you are qualified for the position and a CV of no more than 4 pages. Please send your application to [jobapplicationsangola@usaid.gov](mailto:jobapplicationsangola@usaid.gov). Failure to comply with these instructions may result in your application being considered “non-responsive” and eliminated from further consideration.
- Offers must be received by the closing date and time specified in **Section I**.
- To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number on the subject line of the email.
- The U.S. Mission in Angola provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.
- **Only short-listed candidates will be contacted. Applicants who do not follow the application instructions may be dropped from further consideration. All applications should be communicated in English.**

**Point of Contact:**

- Odessa Sifora - [jobapplicationsangola@usaid.gov](mailto:jobapplicationsangola@usaid.gov)

**Applicability:**

This position is open to Angolan citizens and Angolan permanent resident permit holders. USAID Southern Africa management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**References:**

Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

**VI. COMPENSATION**

This position will be compensated in accordance with the U.S. Mission for Angola's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**VII. REQUIRED FORMS FOR CCNPSC HIRES**

Once the Contracting Officer 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 the forms.

**VIII. BENEFITS**

The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy.

**IX. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO CCNPSCs**

USAID regulations and policies governing CCNPSC 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](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> will be used for this contract.
3. Acquisition and 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>.