



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068521R10004
ISSUANCE DATE: June 10, 2021
CLOSING DATE: June 30, 2021, 11:59 p.m. (GMT)

SUBJECT: Solicitation for Financial Analyst Assistants (2 positions)
Cooperating Country National Personal Services Contract (CCN/PSC)
(Senegal 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.

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 information.

Sincerely,

**Rodney
Stubina**

Rodney Stubina, PhD

Acting Supervisory Regional Executive Officer

Digitally signed by
Rodney Stubina
Date: 2021.06.08
12:27:30 Z

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72068521R10004
2. **ISSUANCE DATE:** June 10, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 30, 2021- 11:59 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** Financial Analyst Assistants (2 positions)
6. **MARKET VALUE:** Salary equivalent to grade **FSN-8**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a October 1st, 2021. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a October 1, 2021 to September 30, 2022
Option Period 1:	o/a October 1, 2022 to September 30, 2026

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC, meaning an individual who is a cooperating country (Senegal) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country is preferred over a Third Country National Personal Services Contract (TCNPSC) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified U.S. Nationals (USNs) or CCNs.
10. **SECURITY ACCESS:** Facility Access

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The Financial Analyst Assistant (FAA) is an entry level Financial Analyst position and is one of four FAAs who provide support to Technical and Program Offices in Senegal and the Sahel Regional Office. The primary purpose of this position is to provide financial services and analysis support for one the

Mission's four program portfolio consisting of Economic Growth, Democracy and Governance/Education, Health and regional (Sahel initiatives and other activities) under the guidance and supervision of the Financial Analyst (FA), Supervisor of Payments and Chief Accountant. The FAA maintains close working relations with the Supervisor of Payments, Financial Analyst, Chief Accountant and designated Deputy Controller with whom they address all Financial policy requirements and issues in providing quality Financial Management services for their designated program portfolio and technical team.

The job may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

Activity implementation/Monitoring/Financial Analysis (30%)

The Financial Analyst Assistant serves as an assistant to a Financial Analyst providing support to Mission technical teams. The FAA serves as a member of a team to support project design and implementation, including monitoring the assigned portfolio of contracts, grants and cooperative agreements. This includes:

- Assists in budget formulation/monitoring and development of government estimates for new projects and activities.
- Analyzing and making recommendations on general financial feasibility of the technical teams' projects and activities; clearances and approvals required; adequacy of the activity budgets; sources/ methods of financing; and compliance with cost/administrative principles and audit requirements.
- Reviewing cost proposals, budget modifications, obligation documents, Global Acquisition and Assistance System (GLAAS) requisitions and other project implementation documents for consistency with the project design, compliance with financial and accounting standards, and conformance with USAID regulations and Mission policies.
- Assisting the technical teams with the preparation of Modified Acquisition and Assistance Request Documents (MAARDs), project voucher review, accrual reporting and activity closeouts under the supervision of the FA.
- Participating in technical offices' meetings, annual portfolio reviews and other activities (s) he provides input on the full range of project development, management and assessment issues under the guidance of the FA.

Monitor Financial Progress (20%)

The FAA analyzes financial progress of activities and makes necessary payments and follow-up of implementing entities (contractors, grantees and Government to Government (G2G) activities). This includes:

- Monitoring financial progress during the life of projects to identify deficiencies, to determine if earlier identified deficiencies have been corrected and to resolve any financial difficulties revealed by the technical teams.
- Performing Sec. 1311 reviews of unliquidated commitments, develops accrual estimates, and prepares pipeline reports on a quarterly basis in coordination with the technical teams and under the guidance of a FA.
- Coordinating the quarterly accrual/pipeline meetings with the FA, Agreement Officer's Representatives (AORs) and Contracting Officer's Representatives (CORs).
- Preparing accrual reports for approval and liaises with the cognizant accountant/FA for review and input into the accounting system.

- Providing advice to the technical teams under the guidance of the FA on procurement planning/ forward funding issues and recommends the unneeded balances for de-obligation based on the accrual/pipeline reviews.
- Reviewing program accounting data and monitors advances on a quarterly basis, ensuring appropriate steps are taken by the accounting staff to update Phoenix and/or correct errors.
- Preparing in depth financial analysis and reports and recommends any corrective or proactive actions to ensure funds are effectively implemented.
- Performing reconciliation and financial closeout of the assigned activities.

Project Visits and Capacity Development (25%)

- Visits project activity sites under the supervision of the FA and Supervisor of Payments to review contractor/grantee/host country systems and procedures and ensure proper financial management monitoring of the USAID activities.
- Performs limited financial reviews and monitoring of implementing partners to evaluate the internal control environment and compliance with USAID regulations and implementation agreements at the request of the AOR/COR, FA, the Controller or the Contracting Officer.
- Recommends revisions to internal procedures and needed actions for compliance, as required, and provides guidance on internal controls, compliance, best practices and financial reporting.
- Conducts pre-award surveys and assessments of prospective grantees and host country entities evaluate their financial and institutional capability to carry out the activities under the supervision of the FA.
- Performs follow-up to ensure that all recommendations are addressed appropriately and timely by implementing partners along with building partner's capacity. This will include providing financial management training, support and other capacity development assistance for strengthening partner sustainability.

Payment Verification (25%)

- Reviews and analyzes the most difficult and complex program vouchers paid directly at post. During this review the FAA conducts special, in-depth reviews of specific line items, expenditure types, and/or supporting documentation at the request of the contracting officer's technical representation or the agreement officer. After the review of the voucher, the FAA updates the budget execution tool which links the payment to the award budget. Any discrepancies, such over expenditure of a line item, are addressed with the AOR/COR.
- The FAA ensures that payments are compliant with all guidance, policy and regulations related to the type of payment involved. The FAA also uses their knowledge of the program activity to highlight possible implementation issues, proactively informing the AOR of developing problems.
- The FAA tracks and monitors outstanding advances within the designated portfolio and implements appropriate enforcement or recovery actions. Where required, the FAA elevates collection issues with the Supervisory Voucher Examiner.
- The FAA reviews and examines vouchers for the payment of allowances such as Education Allowance, Cost of living allowance (COLA), Separate Maintenance Allowance (SMA), Foreign Transfer Allowance (FTA) to Senegal and other supported countries US Direct Hire and US Personal Service Contract employees.

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.

Supervision Received: Works under the direct supervision of the Supervisory Voucher Examiner. Receives guidance from the Chief Accountant, Controller, Deputy Controller, Authorized Certifying Officer and Financial Analysts.

Supervision Exercised: This position is non-supervisory.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Relevant College/University studies or equivalent in accounting, finance, auditing, business administration, or other financial management related field is required.
- b. **Prior Work Experience:** Three years of entry level experience in either professional accounting, financial management or auditing is required.
- c. **Post Entry Training:** Specialized on-the-job training and courses in US Government accounting, USAID financial management, financial analysis, audit management, internal controls and contracting are required. On-the-job training on USAID financial management and accounting software is also required.
- d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Level III in English and Level IV French in both speaking and writing is required.
- e. **Job Knowledge:** An entry level knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as the principles and accepted practices of governmental and business finance, accounting, budgeting and reporting. An entry level knowledge of the Federal Acquisition Regulations, contract/grant cost principles and administrative requirements, audit management procedures, as well as other regulations and procedures associated with USAID financial management. A basic understanding of how USAID projects are designed, developed, implemented, and evaluated and an ability to quickly learn and perform at higher levels. Basic knowledge of relevant Senegal laws, regulations, and procedures.
- f. **Skills and Abilities:** Must be able to review and constructively critique basic technical and financial data orally and in writing, and a quick learner to take on more complex data as quickly as possible in order to perform at higher levels. Ability to work in a team and to maintain cordial and professional relationships with USAID, host government and contractor/grantee personnel under the supervision of a FA. Should be able to prioritize various assignments and manage take directions from various supervisor/technical mentors. Must have an ability to use computer-based analytical programs and the USAID data management systems. Advance proficiency in spreadsheets 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>.

Selection Process

After the closing date for receipt of applications, applications will be reviewed for basic eligibility (quality check, submitted all required documents, meeting the set requirements, education, and experience). Successful Applications will be forwarded to the Technical Evaluation Committee (TEC) for review. The TEC will review and score the application based on the evaluation factors as described below. Successful Offerors at this stage will be invited for an English Proficiency Test and Skills Test. Offerors with the best scores based on their application and skills test will be invited for interview. Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

Education: 15 pts
 Prior Work Experience: 25 pts
 Language Proficiency: 15 pts
 Skills and Abilities: 20 pts
 Job Knowledge: 25 pts
Total Possible Score: 100 Points

References of the finalists will be checked prior to offering the position. Applicant's references must be able to provide substantive information about past performance and abilities. USAID/Senegal reserves the right to seek references from anyone who may be able to provide information about an Offeror; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify an Offeror from consideration.

USAID/Senegal reserves the right to select additional Offerors if vacancies become available during future phases of the selection process.

IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: usaiddakar-hr@usaid.gov **with the Solicitation Number and Position Title in the application submission Subject Line.**

Qualified applicants are required to submit:

1. **Cover letter and current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
2. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references.
3. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
4. Copies of relevant Academic Degrees.

Offers must be received by **June 30, 2021** and submitted in usaiddakar-hr@usaid.gov.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

ALL DOCUMENTS MUST BE IN ENGLISH.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; Miscellaneous; and Seniority

VII. TAXES

In accordance with Mission policy and local labor laws.

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

USAID regulations and policies governing **CCN and 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> . Pricing by line item is to be determined upon contract award as described below:
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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.