



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10009

ISSUANCE DATE: January 13, 2020

CLOSING DATE/TIME: January 24, 2020, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for a Cooperating Country National Personal Services 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 **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 1.

Sincerely,

Fredrick Onyango
Supvy. Executive Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061720R10009
- 2. ISSUANCE DATE:** January 13, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 24, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Financial Analyst (Multiple Positions) (**Readvertized**)
- 6. MARKET VALUE:** UGX 145,734,783 – 214,194,284 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months. Employees who do not meet the required standards for their position during this six months period will be terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

8. PLACE OF PERFORMANCE: Kampala, Uganda with possible travel as described in the Statement of Work.

9. ELIGIBLE OFFERORS: “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES:

(1) General Statement of Purpose of the Contract

USAID/Uganda is seeking for qualified individuals to fill the Financial Analyst positions.

The Financial Analyst (FA) is part of the Office of Financial Management (OFM) and reports to the Supervisory Financial Analyst. S/he provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Development Objective (DO) teams, and various governmental and non-governmental partner institutions, as well as to potential partner institutions which implement an array of complex development activities. As an OFM representative to the DO team to which s/he is assigned, the FA performs necessary analyses and provides appropriate advice on financial, accountability, capacity development, and risk management issues related to planning

and implementation of USAID/Uganda's program funded activities with an estimated annual program budget of \$450 Million in a fast-paced, high-risk environment.

The FA will provide financial tracking and analysis of USAID resources to ensure better financial monitoring and mitigation of fraud risk. The FA will specifically be responsible for audits, financial reviews, pre-award assessments, control environment and risk assessments, cost effectiveness assessments, capacity development of local partners, and closeout reviews. The FA will assist in assessing Government of Uganda (GoU) public financial management and procurement systems and provide oversight of third-party monitoring services.

The FA acts as the "one stop" customer service representative between OFM and numerous internal and external customers, including: Senior Mission Management, Host Country agency representatives, private sector service providers, implementing partner organizations, and other international donor agencies regarding financial analysis and accounting for projects implemented by the Mission.

(2) Statement of Duties to be performed.

A. Portfolio Financial Management, Analysis, Monitoring and Advisory Services - (60%)

--Provide professional financial advice to USAID/Uganda Mission management and project implementation personnel on a range of issues related to the financial management aspects of proposed activities, such as estimated costs and required budgets; internal controls; fiduciary risk management and compliance; and other related issues.

--Contribute to USAID's decision and policy making process by providing recommendations and suggestions for improving operational and program efficiencies, financial management practices, and the accuracy of financial reporting.

--Provide technical guidance on U.S. federal government and USAID rules and regulations to the technical DO teams, implementing partners, non-governmental organizations (NGOs) and host government officials.

--Prepare the financial aspects of project design and procurement planning documents, such as budgets and financial plans for Implementation Letters, Grant Agreements, and other relevant implementing mechanisms.

--Participate in the performance of financial reviews, pre-award assessments, organizational capacity assessments and compliance reviews. This includes control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews on USAID funded organizations to determine the levels of accountability and adequacy of control environments within those entities. Prepare reports on their detailed findings and issue these reports both to internal and external stakeholders. Subsequent to these reviews, consistently follow up on the findings with both project managers and implementing partners until they are closed.

--Perform reviews of financial terms and conditions on project agreements, project implementation orders, GLAAS requisitions, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls. Monitor the execution of such documents to ensure compliance with financial plans and report on the financial status of those instruments to the Controller, the DO teams and Team Leaders.

--Serve on the DO team, representing the Controller in accordance with delegated authorities, and providing the full range of advisory services, including periodic portfolio and/or project implementation reviews, procurement planning exercises and other such activities.

--Prepare and present the quarterly financial reviews to the DO teams, providing in depth analysis and insight to ensure DO team leaders and team members are aware of any issues related to pipeline positions, spend plans and obligation plans.

--Guide and coach the Project Managers on the development of accruals. Prepare and present the quarterly financial reviews bringing to light areas of concern to the technical teams; identify and recommend adjusting entries to the accountants to bring the project/program pipelines into accurate levels; investigate any variances between projections and actual disbursements or accrued expenditure; and provide the results to Activity Managers.

--Conduct financial management training for USAID implementing partners and recipients as part of capacity building and hold workshops where specific challenges faced in financial implementation are shared by implementing partners and action plans developed to mitigate or address the challenges.

--Provide training to senior project staff responsible for financial implementation of USAID-funded programs.

B. Lead Public Financial Management (PFM) Reform Initiatives and Capacity Building - (30%)

--Participate and advise Mission senior management and staff in the efforts set forth by the Agency related to Public Financial Management (PFM) System reforms to use local partners. This includes advising Mission management on the reliability and/or weaknesses of host country systems, the effectiveness of the underlying internal controls, and providing possible recommendations. He/she identifies or coordinates the capacity building needs endorsed and/or determined from assessments conducted on the Host Government Agencies, both at the National and Local Levels, develops an Action Plan or a SOW to address those, and oversees implementation.

--Through agreements between the Government of Uganda and USAID/Uganda, design and implement reforms to create independent and transparent public finance institutions, budgetary and treasury processes, audit and performance evaluations of public finances and unbiased data and information dissemination.

--Manage USAID/Uganda's assistance and investments on PFM-related activities, working directly with the Host Country Government Officials, including Supreme Audit Institutions (SAI), Ministry of Finance, Treasury, Judiciary, Internal Audit Institutions, civil societies and the private sector associations.

--Advise and assist USAID/Uganda's Mission Office Chiefs and the Front Office on all cross-cutting PFM issues impacting the Mission's assistance portfolio and program implementation.

--Coordinate with the DO team to design, procure, implement and manage USAID/Uganda's authorized Government-to-Government (G2G) activities in compliance with ADS 220. Responsible for developing the activity scope to provide reasonable assurance that identified fiduciary risk(s) that might result from the use of GoU systems are low or can be mitigated appropriately. The FA will specifically be responsible for:

a. Developing the scope of work to ensure that the PFMRAF Stage 2 Risk Assessment will cover the key areas such as the Budgetary System and Budget Execution, External Audit, Procurement Human

Resources and Payroll, Ordering goods/services & payment of invoices, Control Environment and the Information Technology.

b. Selecting, coaching, and preparing the in-house Stage 2 risk assessment team if authorized by the Mission, guiding the team throughout the process, and coordinating the risk assessment program with the counterpart agencies and GoU officials.

c. Devise technical specifications to engage an outside contractor, assisting contracting officer with procurement details including the subsequent technical evaluation of the cost proposals submitted, and performing A/COR duties of all outsourced assessments.

d. Formulating risk mitigation and capacity building frameworks and plans to address identified fiduciary risks and control weaknesses.

--Perform Government Agreement Technical Representative (GATR) duties in relation to G2G activity implementation.

--May be seconded to the host country government relevant ministry for capacity development activities.

C. Manage the Mission's Enterprise Risk Management, Internal Control and Audit Management (10%)

In line with the Agency's Audit Management and Resolution Program and accountability requirements, the FA acts as the Audit Management Officer's designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. This includes responsibility for planning, executing and coordinating the annual financial and performance audits of USAID/Uganda assistance programs and projects in consultation with the Regional Inspector General's office in Pretoria, South Africa as needed per the ADS.

--Ensure compliance with USAID audit requirements for all contracts, grants, and cooperative agreements. S/he formulates and maintains the Mission's annual audit management plan and audit inventory, which includes following-up on the receipt of audits from contracted audit firms and involves tracking the progress of open recommendations. The FA will be responsible for:

a. Providing guidance to auditees and audit firms in consultation with RIG/Pretoria to ensure full compliance with USAID audit requirements. Follows up on the audit process until the final audit report is accepted and issued by RIG/Pretoria. This involves working closely with implementing partners, auditors and RIG/Pretoria to provide required support and guidance.

b. Serving as the contracting officer representative (COR) with the Certified Public Accounting Firms, supervising the coordination of pre-audit surveys, performed by the CPAs and the subsequent technical evaluation of the cost proposals submitted by the CPA firms. This also entails: drafting the scopes of work; reviewing final reports for each audit; conducting initial desk reviews draft audit reports; chairing and coordinating the entrance and exit conferences for all financial audits, and being directly accountable to the Audit Manager Officer (Controller) and MCRC; supervising and coordinating audit field work and reviewing audits for adequacy and compliance with requirements as specified in OMB-Circulars.

--Serve in a rotating role of coordinator for all Mission Control Review Committee (MCRC) related issues and findings by tracking and monitoring actions required to strengthen internal controls in the Mission. He/she is the Controller's delegated leader of the annual Mission's Enterprise Risk Management

(ERM) review exercise and the review of internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA). This includes:

- a. Implementing appropriate Mission internal control framework to prevent waste, fraud and abuse of USG resources and safeguarding of all USG investments and assets at the Mission's disposal.
- b. Managing Mission FMFIA process (risk assessment and deficiency identification) by utilizing Agency supported URICA tool and any future updates. Training technical and other support offices staff on using the URICA tool and documenting the results of the risk assessment and deficiency Corrective Action Plans (CAPs), and monitoring CAPs completion and closure
- c. Organizing the Mission MCRC meetings, acting as the secretary of the MCRC board, and keeping minutes of meetings/discussions.
- d. Coordinating with the Mission Director to provide FMFIA certification and reporting the results of Mission's FMFIA and CAPs to the Office of the Chief Financial Officer (CFO) in Washington.

--Responsible for maintaining and updating the list of approved and eligible audit firms, leading the process to add new firms.

The PSC 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.

(3) Supervisory Relationship:

The CCNPSC, relying on his/her high level of professional judgment, technical ability and managerial skill, works independently or as part of a team, and reports to the Supervisory Financial Analyst.

(4) Supervisory Controls:

The CCNPSC, will not directly supervise staff. However, on audits, financial reviews and other engagements performed by CPA firms or consultants under contract with USAID/Uganda OFM, the CCNPSC may be assigned to manage the engagements, including providing oversight of contractors.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

Education:

Bachelor's degree in Accounting, Economics, Finance or Business Administration is required.

Prior Work Experience:

From five (5) to eight (8) years of progressively responsible experience in professional financial analysis, accounting or auditing is required.

Language Proficiency:

Level IV (fluent) English language proficiency in speaking and writing is required.

Job Knowledge:

--A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of Ugandan governmental and business institutions with regards to finance, accounting, budgeting and reporting; as well as governmental and not-for-profit accounting, budgeting and reporting;

--In-depth professional-level knowledge of development principles, concepts and practices, especially as they relate to performing audits of development programs and projects;

--A thorough knowledge of USAID activity design, development, implementation and evaluation processes is essential for full performance level;

--Knowledge of Public Financial Management systems, Committee of Sponsoring Organizations Internal Control Framework, International auditing standards and related areas.

Skills and Abilities:

Excellent skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, etc.;

Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations;

Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities;

Ability to present results and recommendations to a broad audience, both orally and in writing;

Excellent interpersonal skills are required, as incumbent will frequently be working with the officials and staff of the Host government, Contractors, Grantees, and others who may be unfamiliar with USAID's programming and budgeting process;

Exceptional verbal communication skills to be able to explain and interpret GoU attitudes, priorities and concerns to USAID officials, and to negotiate financial management and audit issues with appropriate GoU organizations and/or USAID implementing partners, technical advisors, counterparts, and peers;

Excellent writing skills to prepare regular audit reports to the Regional Inspector General of USAID;

Ability to work effectively in a Team environment, and to achieve consensus on policy, program/project, and administrative matters;

Strong computer skills including Word, Excel, and PowerPoint, as well as capacity to effectively

understand financial management and tracking systems, and to process data that form the heart of the tasks performed in this position.

Excellent time management and prioritization skills of workload that ensure deadlines are met and deliverables are achieved on-time and accurately.

II. 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©](#). 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>.

Offerors will be evaluated and ranked based on the information provided for the four QRF that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 2 (iv).

Offerors must, therefore, address each of the four criteria (Quality Ranking Factors (QRF)) in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

Evaluation Factors:

1. Skills and Abilities (total 75 points):

Ability to perform sophisticated analysis of management controls and capabilities for an organization. **(15 points)**

Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities. **(15 points)**

Excellent interpersonal skills as demonstrated by experience interacting with individuals at many organizational levels and from a wide variety of backgrounds, particularly those outside the candidate's organization or normal chain of command. **(5 points)**

Exceptional verbal communication skills. **(5 points)**

Excellent writing skills. (15 points)

Strong computer skills including Word, Excel, PowerPoint, and cloud-based systems such as Google docs, as well as capacity to effectively understand financial management and tracking systems, and to process data. (15 points)

Ability to travel within Uganda for up to two (2) weeks at a time. (5 points)

2. Education and Professional Qualifications (total 10 points):

Bachelor's degree in Accounting, Economics, Finance or Business Administration is required. Offerors without a relevant undergraduate degree will not be considered for award or proceed forward in the evaluation process. Pass/Fail

Professional certification, (e.g. CPA or ACCA) is required. (5 points)

Master's degree in Accounting, Economics, Finance, Business Administration or related field, preferred. (5 points)

3. Prior Work Experience (total 10 points):

Demonstration of progressively responsible experience in professional financial analysis, accounting or auditing and a minimum seven (7) years professional experience with an international organization or accounting firm at a mid-level. (10 points)

4. Job Knowledge (total 5 points):

Demonstrated knowledge of development principles, concepts and practices, especially as they relate to performing audits of development programs and projects and demonstrated knowledge of USAID activity design, development, implementation and evaluation processes. Demonstrated knowledge of Government of Uganda Public Financial Management systems and international auditing standards and related areas. (5 points)

Evaluation Factors have been assigned the following points:

Skills and Abilities - 75 points

Education and Professional Qualifications – 10 points

Prior Work Experience - 10 points

Job Knowledge - 5 points

Language proficiency – Pass/Fail

Satisfactory Professional Reference Checks – Pass/Fail

Evaluation Factor Total – 100 points, and Pass for language proficiency and Reference Check

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates should pay due attention to these:**

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.

(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(b) Specific duties performed that fully detail the level and complexity of the work.

(c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) Copies of Academic Transcripts.

(vi) Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact at KampalaHR@state.gov. Incomplete or late applications will not be considered.

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy.

Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

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

USAID regulations and policies governing CCNPSC awards are available at the below 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 contractual General Provisions (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>

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: Cost - Product Service Code: R497 - Accounting Info: GH-C-AIDS/202018/2019 APPRO:72-1918/191031	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://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>.

[END SOLICITATION]