



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061719R10008

**ISSUANCE DATE:** March 11, 2019

**CLOSING DATE/TIME:** March 22, 2019, 4:45:00 PM Uganda Time

**SUBJECT:** Solicitation for 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, Sections I through V 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 personal service contract (PSC), 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,

  
Frederick Onyango  
Supervisory Executive Officer



**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061719R10008
- 2. ISSUANCE DATE:** March 11, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 22, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Accountant (USAID) (Three (3) positions)
- 5. MARKET VALUE:** UGX 102,802,449 – UGX 150,709,572 per annum, equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 6. 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 may be reassigned to another position or 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.

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

**8. SECURITY LEVEL REQUIRED:** Employment Authorization

**9. STATEMENT OF DUTIES:**

**(1) General Statement of Purpose of the Contract**

USAID/Uganda is seeking qualified individuals to fill the three (3) positions of Accountant (USAID).

The Accountant serves as the primary point of contact and accounting specialist for all accounting for a budget comprising program funds, Operating Expenses (OE), Trust Funds and Inspector General (OIG) funds. The incumbent reports directly to the Chief Accountant, and serves as the principal expert for all program, trust funds, IG and OE budgeting, accounting, financial analysis, and reporting functions for USAID/Uganda. Maintains all levels of financial activity for USAID/Uganda through the accounting system, Phoenix, such as Mission budget allowances, program and operating expense accounting records, accrued expenditure records, disbursement and advance controls, determining the legality and validity of all potential obligations in accordance with 5 USC Section 1311 and taking into account General Accounting Office and USAID funding source policies. Pre-audits and posts financial transactions from a wide variety of documents, such as contracts and grants, purchase orders, travel authorizations, miscellaneous obligating documents, SF1221 disbursing office reports of disbursements, and inter-agency payment and collection (IPAC) reports. The incumbent provides professional advice to USAID/Uganda Mission staff on USAID accounting and financial management regulations. The incumbent provides

expert advice on financial matters relating to project and OE accounting, analysis and financial reporting (both written and oral presentations). Specifically, the incumbent is accountable for:

- 1). Ensuring the establishment and maintenance of financial systems, records and documents that are legal, ethical, accurate and complete;
- 2). Enhancing effective operational and development program/project design, implementation, monitoring and evaluation and close-out procedures by analyzing and interpreting accounting theories, principles, systems, data and reports;
- 3). Participating in pre-award assessments and financial reviews to support the Financial Analysts (FA) in determining the financial feasibility of and practical methods for financing development assistance projects to support program viability and sustainability;
- 4). Supporting the FAs in advising host country officials, as required, on special USAID and U.S. Congress financial requirements in the implementation of projects in order to create effective partnerships in development; and
- 5). Ensuring integrity of the accounting systems by conducting constant review and evaluation of internal accounting and control procedures and coordinating responses to audit recommendations including development of corrective systems or procedures as they relate to USAID/Uganda accounting division.
- 6). Providing analytical information to and coordinates with the Program office and technical teams on budget preparation and execution of Administration & Oversight (A&O) and Program Design & Learning (PD&L).
- 7). Preparing and analyzing quarterly pipeline and periodic reports to the FAs, Controller and technical teams for mission decision-making. Further, maintaining the Phoenix MAPPR database to ensure efficient and effective mission reporting.

The incumbent communicates and exercises extensive interaction with M/CFO in Washington, Department of State/ICASS (including Finance, Human Resources and General Services offices), other outside partners and customers (GoU officials, grantees and contractors) on matters relating to program financial reporting requirements to ensure adherence with USAID accounting and U.S. Government standard regulations. The incumbent performs accounting duties of broad scope and complexity in designing, planning, analyzing, evaluating and supervising specialized and fully automated accounting systems. Performs project accounting operations utilizing an automated accounting system Phoenix that controls and reports on all operating expense and project activities. Requires the application of professional accounting principles and practices in the maintenance of the system. The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1.

**(2) Statement of Duties to be Performed.**

**Financial Accounting and Monitoring: 50% of the time**

Reviews Development Objective Agreements (DOAGs), Modified Acquisition and Assistance Request Documents (MAARDs), GLAAS requisitions, purchase orders, personnel service contracts, travel authorizations and other commitment and obligating documents for accuracy and record accounting strip codes on them. Ensures that the financial records are valid and supported by appropriate documents. Reviews various commitment and obligation documents to ensure that they are prepared correctly; e.g.,

on travel authorizations, check travel regulations to ensure entitlements, proper amounts, etc.

Strictly implements forward funding and funds control policies to mitigate violations of the Anti-Deficiency Act.

Enters commitments and obligations including but not limited to, the following: purchase orders (for ICASS-administered POs, processes them both in Phoenix and ILMS/Ariba procurement system); travel requests and travel authorizations (through the E2 travel system); personal services contracts (with a reviewer role in GLAAS for PSCs processed via this system); leases; grants to other donors (donor-to-donor) and governments (government-to-government) into the Phoenix accounting system.

Resolves ongoing difficulties in processing commitments and obligations of funds in Phoenix.

Validate these documents for funds availability within amounts allowed and/or available.

Develops and maintains detailed and complex Excel worksheets for split-funded procurements and coordinates with EXO procurement personnel to ensure that all procurements contain specific and accurate information, and that relevant funding sources are identified prior to forwarding to OFM for funds availability certification.

Prepares journal vouchers to increase or decrease amounts in each recurring obligation as required.

Reconciles and allocates VAT refund claims to their funding source appropriations and processing in Phoenix.

Works with the administrative assistant to ensure timely generation of bills for collection in Phoenix for medical evacuation travel authorizations, personal phone bills to recover government funds.

Performs continuous 1311 review of all obligations and commitments to ensure validity, clean financial records, realistic pipeline and sufficiency of unliquidated balances and assuring adequate documentation as required by law.

Monitors and tracks the various obligations and expenditures funded against the various Miscellaneous Obligations (MO).

Participates in the agency's auto-deob process to research, identify and mark obligations for batch de-obligations.

Collaborates with mission staff, headquarters and other mission TDYers to identify obligations for which funding is not required.

Supports the mission close-outs team to identify support cost obligations and awards for de-obligation and close out; re-aligns disbursements in the system for an efficient process, monitors and follows-up on mission ageing funds.

Monitors and ensures utilization of funds to minimize loss due to cancellation after the fund's end of life.

Conducts an on-going, comprehensive analysis of the Mission's disbursements with the USDO and Treasury.

Works closely with the Phoenix Coordinator to review and analyze 1221 transactions in eCART system

(the agency's cash reconciliation system), then record in Phoenix by appropriation and obligations document.

Works closely with State/FMC, M/CFO/CAR, FSC/Charleston, and BFC/Kansas to resolve outstanding reconciling items, reconcile transactions issued by Treasury Department's Financial Center in Kansas City and initiate necessary action for their final closure. In conjunction with the Phoenix Coordinator, reports outstanding 1221 items to the Chief Accountant and Controller.

Prepares inter-agency payment and collection (IPAC) and processes IPACs received from M/CFO/CMP, other agencies and missions.

Reconciles FSN PSC payroll transactions and works with the Payroll Center (currently Lima) to resolve outstanding items. Prepares and processes SF-1097/1081 to transfer funds between appropriations to keep appropriation accounts balanced and reconciled.

Advises mission personnel on current changes in internal OFM procedures and practices for awareness and ensure compliance.

Assures that effective controls are in place for the efficient processing of funds to a wide range of complicated award documents, which require long-term USAID professional knowledge of technical procedures.

**Financial Reporting: 25% of the time**

Provides a wide range of accounting reports as requested.

Compiles and analyses periodic accounting reports including Quarterly Data Call reports. These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, Foreign Service National Separation Pay); etc.

Generates the mission R0660 report to identify and allocate items eligible for quarterly accruals.

Reviews all accrual forms and supporting documents prepared and submitted by AOR/CORs and/or PDAs; furnishes them with review comments and mentor them in agency accrual policy and mission procedures.

Guides and advises financial analysts, AOR/CORs, implementing partners and office directors on accounting transactions and the development of accurate accrual information.

Processes support cost accruals including PSCs, POs, leases, TAs; and records all program, OE, IG and trust fund accruals in Phoenix.

Prepares and analyzes a wide range of schedules of mission pipeline for the four technical offices. The schedules include pipeline at various budget levels and categories.

Maintains the mission's Phoenix MAPPR database to ensure that all records are kept up-to-date for efficient and accurate reporting.

Prepares adhoc and periodic reports for the chief accountant, controller, financial analysts and office directors.

**Budget Management: 15% of the time**

Participates in developing and monitoring budget information for support costs comprising OE, OIG, trust funds and program funds. This includes capturing budgetary information that is necessary for submission of the Mission's BFEM (OE and program budgets, workforce planning, special operations and account reporting); annual and quarterly OE and OIG spend plans.

Establishes planned staffing, funding source, allowances and benefits and calculates costs of each position; encumbered and vacant. Tracks and monitors budgets once approved.

Participates in the developing and monitoring of program Operational Plan and Country Operational Plan through providing a funding gap analysis comprising past performance, projected expenditure, available and required funding.

Provides analytical information to and coordinates with the Program office and technical teams on budget preparation and execution of A&O and PD&L.

Reviews pipeline levels against forward funding guidelines, which also informs the annual OP and COP administration and oversight budget requests.

Identifies and documents areas of improvement in budgeting processes, and recommends reducing costs and expenses. Also analyses new and revised procedures as they affect workloads.

**Assessment and Reviews: 10% of the time:**

Participates in pre-award assessments and financial reviews to support the Financial Analysts (FA) in determining the financial feasibility of and practical methods for financing development assistance projects to support program viability and sustainability.

Serves as the financial analyst's backstop across all Development Objectives and technical offices.

Serves as backstop for other accountants and may temporarily perform as acting Chief Accountant.

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.

**(3) Supervisory Relationship:**

This position reports directly to the Chief Accountant.

**(4) Supervisory Controls:**

The position is not supervisory.

**10. AREA OF CONSIDERATION:**

All qualified Ugandans are eligible to submit an offer in response to this solicitation.

**11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.

## **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:**

- a) A university degree in accounting, finance, or business administration is required; and.
- b) A professional certification, (e.g. CPA or ACCA) is desired but not required.

### **Prior Work Experience:**

A minimum of five years of progressively responsible experience in professional accounting, financial analysis or auditing is required.

### **Language Proficiency:**

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

### **Job Knowledge:**

- a) A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required;
- b) Must understand USAID's organization and operational standards and be familiar with USAID project policies and processes; and
- c) Knowledge and understanding of the different branches of the GOU in order to enhance effective communication and to develop consensus on financial management of programs/projects.

### **Skills and Abilities:**

- a) Ability to analyze accounting processes and identify practices and procedures that require correction or modification;
- b) Possession of sound, independent judgment with the skills to develop and effectively implement financial procedures in a heavy workload/high paced environment;
- c) Understanding of the capabilities and limitations of the financial accounting and budgeting systems; effective trouble-shooting skills coupled with initiative and resourcefulness to identify and evaluate accounting policies and practices requiring correction and/or modification, and to formulate and implement effective solutions;
- d) Ability to successfully convey systems and accounting issues to OFM management and propose well-developed recommendations and solutions;

- e) Efficiency in formulating recommendations for maintaining specialized segments of accounting systems. It is essential for the incumbent to have a high degree of professionalism, discretion and sound judgement in representing the U.S. Government given the sensitivity of USG policy;
- f) Excellent verbal communication skills, tact and diplomacy in order to establish and develop sustainable working relations and a high level of trust with mid-level GOU officials when dealing with Value added Tax;
- g) Excellent mathematical and writing skills are required in order to prepare regular and often ad hoc reports including data calls from USAID/Washington;
- h) Good understanding of MS Excel and other computer skills in order to manage the accounting system, analysis and financial reporting; and
- i) Good interpersonal skills and ability to work on a team; maintain cordial and professional relationships with staff in various locations. It is essential to work effectively in a team environment and to achieve consensus of fiscal policy and accounting practices.

### **III. EVALUATION AND SELECTION FACTORS**

Offerors must address each criterion 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.

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 (EPR) are not eligible to apply.

Offerors will be evaluated and ranked based on the following Evaluation Factors:

**1. Education (pass/fail):** Offerors will be given a passing score if they have a relevant degree. Offerors without a relevant undergraduate degree will not be considered for award or proceed forward in the evaluation process.

A university degree in accounting, finance, or business administration is required. A professional certification, (e.g. CPA or ACCA) is desired but not required.

**2. Prior Work Experience: (total 15 points)**

A minimum of five years of progressively responsible experience in professional accounting, financial analysis or auditing is required.

**3. Job Knowledge: (total 25 points)**

a) A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required; **10 points**

b) Must understand USAID's organization and operational standards and be familiar with USAID project policies and processes; **10 points**, and

c) Knowledge and understanding of the different branches of the GOU in order to enhance effective communication and to develop consensus on financial management of programs/projects. **5 points**

**4. Skills and Abilities: (total 60 points)**

a) Ability to analyze accounting processes and identify practices and procedures that require correction or modification; **10 points**

b) Possession of sound, independent judgment with the skills to develop and effectively implement financial procedures in a heavy workload/high paced environment; **10points**

c) Understanding of the capabilities and limitations of the financial accounting and budgeting systems; effective trouble-shooting skills coupled with initiative and resourcefulness to identify and evaluate accounting policies and practices requiring correction and/or modification, and to formulate and implement effective solutions; **7 points**

d) Ability to successfully convey systems and accounting issues to OFM management and propose well-developed recommendations and solutions; **7 points**

e) Efficiency in formulating recommendations for maintaining specialized segments of accounting systems. It is essential for the incumbent to have a high degree of professionalism, discretion and sound judgement in representing the U.S. Government given the sensitivity of USG policy; **3 points**

f) Excellent verbal communication skills, tact and diplomacy in order to establish and develop sustainable working relations and a high level of trust with mid-level GOU officials when dealing with Value added Tax; **7 points**

g) Excellent mathematical and writing skills are required in order to prepare regular and often ad hoc reports including data calls from USAID/Washington; **3 points**

h) Good understanding of MS Excel and other computer skills in order to manage the accounting system, analysis and financial reporting; **3 points**, and

i) Good interpersonal skills and ability to work on a team; maintain cordial and professional relationships with staff in various locations. It is essential to work effectively in a team environment and to achieve consensus of fiscal policy and accounting practices. **10 points**

Evaluation Factors have been assigned the following points:

Skills and Abilities - 60 points

Job Knowledge - 25 points

Work Experience 15 points

Education – **Pass/Fail**

Satisfactory Professional Reference Checks – **Pass/Fail**

**Evaluation Factor Total – 100 points, and Pass for Education 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. 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.
2. Late applications, received after the closing date and time, will not be accepted or considered for award.
3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.
4. Eligible Offerors are required to complete and submit:
  - (i) A **signed** DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>)
  - (ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements
  - (iii) A Curriculum Vitae/Resume
  - (iv) Copies of Academic Transcripts
  - (v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.
5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: [KampalaHR@state.gov](mailto:KampalaHR@state.gov)
6. **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.**
7. Submitted offers and documents become the property of USAID and will not be returned.

#### **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](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>

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 16-03</a> <a href="#">(PDF 305 KB)</a> <a href="#">AAPD 16-03</a> <a href="#">(Word 90 KB)</a>	Expanded Incentive Awards for Personal Services Contracts with Individuals Issued: June 15, 2016	Personal Services Contracts

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]**