



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061718R10001

ISSUANCE DATE: April 9, 2018

CLOSING DATE/TIME: April 20, 2018, 4:45 P.M. Ugandan Time

SUBJECT: Solicitation for Cooperating Country Personal Service 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 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,

Frederick Onyango
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061718R10001

2. ISSUANCE DATE: April 9, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 20, 2018, 4:45 PM
Ugandan Time

4. POSITION TITLE: Financial Clerk (Document Control)

5. MARKET VALUE: UGX 46,440,981 – UGX 67,918,349 per annum, equivalent to FSN-7. 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.

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:

I. General Statement of Purpose of the Contract:

USAID/Uganda is seeking qualified Ugandans for the position of Financial Clerk (Document Control).

Reporting to the Supervisory Voucher Examiner in the Office of Financial Management (OFM) the Financial Clerk (Document Control) supports Payment Specialists in the Payments Service Center (PSC) examining, analyzing and processing a variety of complex vouchers, ensuring that associated documentation is valid, and that claims made therein are accurate and appropriate in light of provisions contained in instruments the claims are made against. The incumbent is also responsible for reviewing and verifying the VAT invoices of USAID implementing partners, ensuring that the finalized documentation submitted on their behalf meets the requirements of the Uganda Revenue Authority (URA). The Financial Clerk (Document Control) provides backup to the OFM Administrative Assistant in connection with special projects and during the absence of the latter.

II. Statement of Duties to be Performed:

1. OFM Coordinator for Agency visual storage database ASIST (20%):

The incumbent serves as OFM's principal coordinator for the Agency's document storage and retrieval database, known as ASIST. Responsibilities associated with this duty include: 1) maintaining integrity of OFM's document filing systems and procedures; 2) manually creating any vouchers not automatically created via interface with financial management system (Phoenix); 3) recalling and reproducing archived transactional documentation upon request of PSC colleagues and OFM management; and 4) acting as Mission subject matter expert on ASIST as it pertains to financial management operations.

2. OFM Point of First Contact for Incoming Payment Documents (40%):

The incumbent logs all incoming payment documents and ensures that they are valid, complete, and adequately supported. The accepted documents are then used by the DCC\VAT COORDINATOR to create electronic invoices in Phoenix, manually entering information from the documents into the system. For invoices not requiring COR approval, Phoenix's ad-hoc routing functionality is used to capture relevant details, and route the resulting voucher to a Voucher Examiner for processing. The DCC\VAT COORDINATOR ensures that documents not logged into the system for whatever reason are returned to the appropriate vendor within 7 days. Documents logged into the system are monitored as they progress through various stages of approval to ensure they are processed and closed in Phoenix within 30 days, in line with USG Prompt Pay Act requirements. DCC\VAT COORDINATOR duties also include notifying internal and external customers of completion of the payment process in writing, which requires the requesting of payment notification confirmations from the US Disbursing Office, the US Department of the Treasury, and local Ugandan banks.

3. Value Added Tax Compliance and Processing (20%):

The incumbent is responsible for maintaining a record of implementing partners' compliance with URA tax reporting requirements using lists of active awards obtained from the USAID/Uganda Office of Acquisition and Assistance (OAA). The DCC\VAT COORDINATOR reviews and verifies submissions ensuring that submitted packages comport with URA-stipulated requirements. In performing these duties the DCC\VAT COORDINATOR is required to maintain a master worksheet for tracking the progress of claims in progress against disbursements, and uses the resulting information to create an annual tax report for the Mission. The DCC\VAT COORDINATOR participates in post-award orientation meetings together with OAA to serve as the primary point of contact for implementing partners providing guidance on matters related to the filing of VAT claims by USAID implementing partners. In this role the DCC\VAT COORDINATOR interacts with senior staff from implementing partners and the Government of Uganda. Upon receipt of refunds, the DCC\VAT COORDINATOR ensures that the refunds are returned to the proper accounts based on program status and funding category.

4. Administrative Backup and Support (10%):

The incumbent provides administrative support services to OFM staff as needed, especially

during the absence of the Administrative Assistant. Responsibilities associated with these duties include the following: scheduling meetings, arranging venues and transportation for internal and external meetings, ordering office supplies, and facilitating communication between OFM and other Mission offices.

5. Establishes and maintains contract and institutional payment files (10%).

Establishes and maintains a work file of funds control documents as well as amendments, computation and analysis of work papers of incurred costs and fees, advance records and related correspondence. This includes contract/grant briefings, disbursement histories, and other supporting documentation used during the payment review and examination process. Incumbent provides guidance to contractors and grantees on current status of payments and exchange rate conversions, USAID internal requirements, and terms and conditions of the agreement or grant.

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.

III. Supervisory Relationship:

Reports directly to the Supervisory Voucher Examiner. Incumbent must be able to perform assigned tasks independently within established rules and procedures and capable of carrying out routine assignments with minimum supervision.

IV. Supervisory Controls:

None.

10. OPEN TO: All qualified Ugandans are eligible to submit an offer in response to this solicitation.

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

12. POINT OF CONTACT: Grace Nakaddu, EXO Specialist, 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 university degree in business administration, accounting, public administration or other fields focusing on internal business or government operating practices and procedures.

Prior Work Experience: A minimum of 3 years of progressively increasing responsibility in accounts payable, bookkeeping, financial statement preparation, audit or budgeting is required.

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.

III. EVALUATION AND SELECTION FACTORS

Offerors are required to address each of the Evaluation Factors in their application to demonstrate what experience, training, education and/or awards they have received that are relevant to each factor.

All applications that are complaint with application instructions and meet minimum qualifications will be evaluated and scored based on the documentation submitted with the application. These applications will be evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. USAID reserves the right to invite the highest and/or competitively ranked candidates for an interview and/or conduct reference checks only on those individuals.

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

1. Education (pass/fail):

Applicants without a relevant education background will not be considered for award or proceed forward in the evaluation process. A university degree in business administration, accounting, public administration or other fields focusing on internal business or government operating practices and procedures.

2. Prior Work Experience (40 points):

A minimum of 3 years of progressively increasing responsibility in accounts payable, bookkeeping, financial statement preparation, audit or budgeting is required.

3. Job Knowledge (30 points):

Must have good working knowledge of secretarial and administrative processes, procedures, filing systems and processes.

Solid knowledge of accounting office operations is mandatory.

General familiarity with basic accounting principles and concepts, financial management and reporting procedures required.

4. Skills and Abilities (10 points):

Ability to establish priorities, and organize a large and varied workload in an efficient and timely fashion, and also be able to develop procedures for the successful implementation of work assignments.

Excellent skills in using standard office equipment and computer applications such as MS Office and Web-based systems.

Ability to comprehend and apply voucher examination processes as well as standard US federal regulations pertinent to financial management operations.

Good typing skills and demonstrable analytical and decision-making abilities.

Excellent interpersonal and customer service skills and an ability to work under minimum supervision are also required.

Evaluation Factors have been assigned the following points:

Education – Pass/Fail

Prior Work Experience – 40 points

Job Knowledge – 30 points

Skills and Abilities – 10 points

Evaluation Factor Total – 80 points

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.

Written exercise performance (only applicable to applicants invited for an interview) – 20 points

Satisfactory Professional Reference Checks – Pass/Fail

Total - 100 Points

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** AID-302-3 Offeror Information for Personal Services Contracts (<https://www.usaid.gov/forms/aid-302-3>)

(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

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

The Financial Clerk (Document Control) will be compensated 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 Offerors 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>
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>.