USAID | UGANDA
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SOLICITATION NUMBER: 72061718R10005
ISSUANCE DATE: July 16, 2018
CLOSING DATE/TIME: July 27, 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,

Jennifer Crow-Yang
Supervisory Contracting Officer

U.S. Agency for International Development
Plot 1577 Nsambya, Ggaba Road
P.O. Box 7856
Kampala

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I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061718R10005

2. ISSUANCE DATE: July 16, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 27, 2018, 4:45 PM Ugandan Time

4. POSITION TITLE: Supervisory Financial Analyst

5. MARKET VALUE: UGX 191,547,014 – UGX 282,336,746 per annum, equivalent to FSN-12. 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 for qualified Ugandans for the position of Supervisory Financial Analyst.

The Supervisory Financial Analyst (SFA) is responsible for managing, supervising, guiding and mentoring a team of seven Financial Analysts (FAs) in the Office of Financial Management, USAID/Uganda. In addition, the SFA provides leadership and long term strategic planning to facilitate the work of FAs in providing a full range of financial management and advisory services in support of USAID/Uganda Development Objective (DO) teams; including; reviews of financial terms and conditions on project agreements, contracts, grant agreements and other instruments for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls; participating as key members of the technical/DO teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises. The SFA supports the implementation of key USAID initiatives like promoting the Administrator's goal of supporting our host country and local non-governmental partners on the journey to self-reliance. The SFA leads the performance of various types of audits, financial reviews, pre-award surveys, close out reviews, special assessments as requested, public financial management risk assessments, capacity building activities, etc. The SFA is also responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements; prepares and executes the

annual audit management plan. Finally, the SFA manages the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); and participates in the assessment of partner country public financial management and procurement systems. The SFA reports to the Controller, and acts as a back up to the Deputy Controller/Chief Accountant in his/her absence.

II. Statement of Duties to be Performed:

Performance Management (15%)

1. The incumbent manages, supervises, guides and mentors seven FAs.

2. As the first line supervisor of the seven FAs, incumbent is responsible for all aspects of performance management, including evaluation, training and career development of the FAs.

3. The incumbent plans, organizes, schedules and assigns work to staff to meet established deadlines and ensure quality deliverables, while upholding excellent customer service principles.

4. Coordinates with the Controller, Deputy Controller/Chief Accountant, Mission technical offices and the Office of Acquisition and Assistance (OAA) on financial analysts' tasks and assignments as necessary.

Audits, Pre-award assessments, Financial and Compliance Reviews, Internal Control Assessment
(35)

1. The SFA is responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements; prepare and maintains the Mission's audit inventory, which includes following-up on the receipt of audits from contracted audit firms, and also involves tracking the progress of open recommendations, and developing the annual audit management plan. As part of the incumbent duties s/he will:

a) Establish and monitor the non-federal audit program for NGOs based outside the United States. When required, request and review copies of those audit reports evaluating any findings that may have an impact on the implementation of the DO Team activity.

b) Follow up on the audit process until the final audit report is accepted and issued by Regional Inspector General (RIG)/Pretoria. This involves working closely with implementing partners (IPs), auditors and RIG/Pretoria to provide required support and guidance; drafting the scopes of work and reviewing final reports for each audit; Updates IPs on available audit firms, and provides new guidance on audit requirements to recipients and the firms that audit them.

c) Update the Mission on the status of audits and recommendations. Notify all relevant parties inside and outside the Mission of the initiation and completion of required audits to ensure proper participation in entrance and exit conferences.
d) Serve as the Mission contact and subject matter expert on technical questions arising in the course of audits regarding USAID regulations and procedures. This includes attending entrance, mid-term and exit conferences with all parties related to audits.

e) Coordinate correspondence with all stakeholders inside and outside the Mission, including senior management in the Mission and at Agency Headquarters in Washington, regarding all aspects of audit procedures from initiation to closure.

f) Review audits for adequacy and compliance with requirements as specified in OMB-Circulars. Ensure that audit recommendations receive appropriate and timely management decisions from Mission Senior Staff and that the final actions on audit recommendations are achieved within required timeframes. This involves working closely with the COR/AORs, Activity Managers, Agreement Officer and implementing partners to coordinate the formulation, implementation and follow-up of management decisions as well as closure of open audit recommendations.

g) Jointly serves as USAID/Uganda's Audit Management and Resolution Officer, responsible for all financial and performance audits, and the preparation and monitoring of the Mission's annual audit plan. S/he is responsible for preparation and/or review of Mission responses to the Regional Inspector General's audit report recommendations, and for closing out audit recommendations with USAID/Washington's Chief Financial Officer; and liaises with Inspector General's office, and advise the Controller and the Mission Director on the status of audits.

2. The SFA will participate in the performance of various types of audits, financial reviews, pre-award assessments, and compliance reviews. These include 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. S/he will oversee the Office of Financial Management (OFM) Annual Financial Review Plan for the DO Teams and actively leads/participates in the performance of financial reviews, internal control assessments and financial management trainings for implementing partners. Establish and implement annual plans for performing financial management reviews of the Mission's implementing partners in Uganda; review the performance of implementing partners/agencies; prepare site visit reports to detail findings and recommendations; and track and follow up on implementation of recommendations. Act as the Contracting Officer's Representative (COR) for awards when a review or an assessment is outsourced.

3. The SFA will serve as the coordinator for the implementation of the Mission's Enterprise Risk Management (ERM) which includes all Mission Control Review Committee (MCRC) related issues and findings by tracking and monitoring actions required to strengthen internal controls in the Mission. It also includes the responsibility of conducting the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); guiding and advising Mission staff on their responsibilities for maintaining effective internal control, operating systems and procedures; proposing recommended courses of action to correct management deficiencies; reporting material control weaknesses, and taking responsibility for tracking the Mission's progress in addressing progress made to remedy deficiencies/weaknesses. ERM requires a whole of Mission approach, and the SFA is instrumental in leading this effort.

Public Financial Management and Local Capacity Building (15%):

The SFA is expected to:

1. Conduct (a) rapid appraisals of host country systems; (b) assessments on public financial management and procurement systems; (c) host country contracting and/or financial management capability assessments as a precondition to award approvals and contracting capability certifications; (d) Host country and donor discussions on public financial management, procurement and other related forums.

2. Advise Mission management on the reliability of host country systems, and the effectiveness of the underlying internal control; advise Mission management on weaknesses and 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.

3. In conjunction with assessments conducted, participate in the conduct of relevant FM training and technical assistance to the Host Country entity, aimed at strengthening internal controls and management systems; and at building the capacity of NGOs and Host Country Government Implementing Agencies.

4. In coordination with Missions' technical and support teams, identify local IPs who need additional support/training to improve their financial, administrative and management capacity to effectively implement USAID awards in accordance to U.S. G requirements; designs effective approaches to close the capacity gaps identified.

5. Represent OFM in coordinating internal and external local capacity development initiatives, tools, and financial trainings; through workshops, and conducting the organization capacity assessments.

Financial Analysis and Advisory Services (20%)

The SFA will:

1. Provide professional financial advice to USAID/Uganda Mission management 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 issues. Contribute to USAID's decision and policy making process by providing recommendations and suggestions for improving operational 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. Assist activity managers in development of appropriate payment procedures in accordance with project implementation requirements.

2. 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 and other Technical Office Directors or Team Leaders.

3. Participate as a key member of the technical (Development Objective) teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises and other such activities. Perform the quarterly financial reviews and supports the Technical Teams in development of accrual estimates. Identify and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Investigate any variances between projections and actual disbursements or accrued expenditure and provides the results to Activity Managers.

4. Perform continuous and specific quarterly 1311 reviews for Mission's activities to fully support outstanding Commitments, Obligations, Sub-Commitments and Sub-Obligations to provide support for the Controller's 1311 Certification; conduct special analysis of historical accounting data and recommend management actions or alternatives which can be taken when the data discloses unfavorable trends, situations, and/or deviations from budget plans.

Contract Management (15%)

The SFA is the Contracting Officer Representative (COR) on a Blank Purchase Agreement (BPA) and subsequently issued contracts for activities that include: third party monitoring, audits, financial reviews, close out reviews, pre-award assessments and any other special assessments that are required by the Mission to reach our DOs. As COR, the SFA creates the Statement of Work and IGCE for the solicitation, may serve on the technical evaluation committee, after award works closely with the contractor to monitor contractor performance, administratively approves all payments to the contractor and manages the budgets of the contracts.

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:

The SFA reports to the Mission Controller.

IV. Supervisory Controls:

The incumbent supervises seven Financial Analysts engaged in financial management, analysis, internal control and monitoring, and capacity building and development. In addition, on audits, financial reviews and other engagements performed by CPA firms or consultants under contract with USAID/Uganda OFM, incumbent manages the engagements, including providing oversight of contractors as the COR.

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 master's degree in Accounting, Finance, Business Administration or related field is required. In addition, a professional certification, (e.g. CPA or ACCA) is required.

Work Experience:
A minimum Five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. Experience leading teams, either formally or informally, is required.

Language Proficiency:
Level IV (fluent) English language proficiency in speaking, reading 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 are required.

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

A thorough knowledge of USAID activity design, development, implementation and evaluation processes is essential. Knowledge of Public Financial Management systems.

Skills and Abilities:
Excellent leadership skills, personnel management and supervision skills are required. Skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, etc. are required.

Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required.

Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required.

Ability to present results and recommendations to a broad audience, both orally and in writing, is also required.

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.

The incumbent must have solid verbal communication skills to be able to explain and interpret Government of Uganda (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 are required in order to prepare regular audit reports to the Regional Inspector General of USAID.

The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project, and administrative matters is required.

Strong Information Technology skills are required to be able to effectively understand and process the systems and data that form the heart of the task performed in this position.

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)

A master's degree in Accounting, Finance, Business Administration or related field is required. In addition, a professional certification, (e.g. CPA or ACCA) is required.

2. Work Experience (20 points in total):

A minimum Five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. A minimum of eight (8) years of USG or International Non-Governmental Organization experience is required. USAID experience is preferred.

Experience leading teams, either formally or informally, is required.

3. Job Knowledge (40 points in total):

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 are required.

A thorough knowledge of development principles, concepts and practices, especially as they relate to performing audits, reviews and analytical support of development programs and projects are required.

In-depth, professional level knowledge of USAID development principles, activity design,, implementation and evaluation processes, rules and regulations, audit management and use of host country systems is essential. In addition, a strong working knowledge of the Ugandan Public Financial Management systems.

4. Skills and Abilities (40 points in total):

Excellent leadership skills, personnel management and supervision skills are required. Skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, risk assessments, fraud analysis, etc. are required. Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required.

Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required.

Ability to present results and recommendations to a broad audience, both orally and in writing, is also required.

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.

The incumbent must have solid verbal communication skills to be able to explain and interpret Government of Uganda (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 are required in order to prepare regular audit reports to the Regional Inspector General of USAID.

The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project, and administrative matters is required.

Strong Information Technology skills are required to be able to effectively understand and process the systems and data that form the heart of the task performed in this position.

Strong organizational skills is essential, as the incumbent will be managing numerous tasks as at one time.
Evaluation Factors have been assigned the following points:

Education – Pass/Fail
Work Experience - 20 points
Job Knowledge - 40 points
Skills and Abilities - 40 points

Satisfactory Professional Reference Checks – Pass/Fail

Evaluation Factor Total – 100 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.

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

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 Supervisory Financial Analyst 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 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

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
AAPD 16-03 (PDF 305 KB) AAPD 16-03 (Word 90 KB)	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]