



SOLICITATION NUMBER: 72011424R10006
ISSUANCE DATE: September 09, 2024
CLOSING DATE/TIME: September 23, 2024 (17:00 Georgia time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) - **FSN-11 Financial Analyst (Office of Financial Management (OFM))** (under the 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 this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 solicitation.

Sincerely,

Christopher Daly
Supervisory Executive Officer
USAID/Georgia

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011424R10006
- 2. ISSUANCE DATE:** September 09, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 23, 2024 (17:00 Georgia time)
- 4. POINT OF CONTACT:** USAID/Caucasus HR office, e-mail at tbilisijobs@usaid.gov
- 5. POSITION TITLE:** Financial Analyst (OFM)
- 6. MARKET VALUE:** GEL 121,883 - GEL 170,629 equivalent to FSN-11 level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of the U.S. Embassy-USAID/Georgia. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Estimated to start o/a January 12, 2025 through o/a September 30, 2029 (depending on the security and medical clearances receipt).

Note: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.
- 8. PLACE OF PERFORMANCE:** Tbilisi, Georgia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperative Country Nationals (CCNs)

AIDAR, Appendix J. 1 (b) Definitions:
 - "Cooperating country" means the country in which the employing USAID Mission is located.
 - "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facility and computer access
- 11. STATEMENT OF DUTIES**

The Financial Analyst (FA) position is one of the two professional Financial Analysts located in the USAID/Caucasus Regional Office of Financial Management (OFM) and reports directly to the Supervisory Financial Analyst. The FA is a key member of the OFM Team and provides the full range of financial management support in Georgia and in Azerbaijan. The Financial Analyst serves as OFM's representative regarding program activities. As a member of the technical teams, s/he is empowered to conduct financial management functions in accordance with OFM's Delegation of Authority in order to achieve program objectives including: (1) the financial aspects of implementing and evaluating USAID programs and activities; (2) evaluating implementing partner financial operations and practices; and, (3) providing technical assistance in support of capacity development of local organizations and host government entities. The FA also performs special financial management-related duties as assigned by the Supervisory Financial Analyst, the Regional Controller or his/her designee. In the absence of other Financial Analysis staff, the FA assumes the duties and responsibilities of that position. In coordination with the Mission's Audit Management Officer, the FA also develops the Mission's audit inventory and annual audit plan.

Major Duties and Responsibilities

A. Financial Management and Advisory Services: 40%

Performs or participates in a variety of duties related to financial management including, but not limited to: (a) preparing and presenting quarterly financial reviews that include a detailed analysis of pipelines, forward funding, analyzing historical forecast accuracy; (b) support technical offices in financial management matters, for example, the validation of counterpart/cost sharing contribution, developing cost estimates, financial plans, and analyzing cash flows; (c) advising and assisting host government officials and contractors/recipients concerning activity/program financial matters related to budgeting, cash flow projections, financial management, accounting, internal controls, audit requirements, and activity/program implementation for regional/bilateral programs exceeding \$100 million in program funds; (d) preparing various communications such as letters to recipient, USAID Mission Orders, OFM procedural guides, special reports, and other correspondences concerned with matters related to USAID programs. The FA also prepares overall assessments of financial feasibility of design alternatives; and (e) Supports the Controller, Deputy Controller, Supervisory FA, and Project/Activity Review Teams by performing detailed analyses of all project proposals and on-going projects/activities.

B. Financial Reviews, Assessments and Analysis, Capacity Building: 20%

The FA manages a comprehensive financial review program of current and potential USAID implementing partners in the form of control environment and risk assessments, financial reviews, host government risk assessments, cost effectiveness assessments, limited cost verifications, indirect cost rate reviews, and pre-award surveys. This also includes pre-closeout and closeout reviews of USAID-funded organizations for USAID/Caucasus to determine the level of accountability and adequacy of their internal control environment. The FA also develops action plans designed to meet the capacity building needs of implementing partners as endorsed and/or determined from pre-award

assessments and follows up as needed to assess progress against the documented action plan. In conjunction with assessments conducted, participates in developing training materials and delivering OFM training and technical assistance to the USAID Mission internally, and then externally to implementing partners and to the host country government -- aimed at strengthening internal controls and management systems; and at building the capacity of local Non-Governmental Organizations (NGO) and of host country government implementing agencies.

C. Financial Project Design Assistance: 20%

The FA advises USAID/Caucasus' Regional Office of Acquisition & Assistance (OAA) and COR/AOR/activity managers on the financial feasibility of complex technical activities; adequacy and reasonableness of activity/ program dollar and local currency budgets and total costs; alternative sources and appropriate methods of financing; activity/program financial reporting, and audit requirements for USAID/Caucasus' regional client mission portfolios exceeding \$100 million in program funds. Serves as a technical team advisor during project and activity design, including providing inputs for the CDCS, concept reviews, and other activities as requested by Mission Officials. The FA assists with drafting the financial elements of the activity/program documentation such as the activity approval documents, implementation letters, and other financial documents as required. Provides support with formulating activity/program dollar and local currency budgets or financial plans.

D. Financial Audit Management: 10%

The Financial Analyst serves as the audit management coordinator for their assigned technical portfolios and assists technical offices and implementers in meeting their audit management responsibilities, including: a) development of the Mission's audit inventory and annual audit plan, b) facilitating and tracking related audits, c) coordinating the audit contracting process including reviewing and clearing audit scopes of work for Recipient Contracted Audits and Agency Contracted Audits, d) participating in audit entrance and exit conferences, e) monitoring progress of ongoing audits, including discussing issues with AOR/CORs as deemed necessary, f) performing desk reviews of draft audit reports using USAID screening guidelines, g) monitoring, reporting on, and closing audit recommendations, h) preparing audit supporting documentation for the Regional Inspector General, i) serving as audit liaison for ongoing audits and, j) assessing, selecting, and providing oversight of the Missions approved audit firms, k) evaluating and reporting on USAID/Caucasus' audit environment.

E. FMFIA, ERM and MCRIC Support: 10%

The Financial Analyst actively engages in the annual assessment of Mission internal controls as part of the Federal Managers Financial Integrity Act (FMFIA) review. This includes providing guidance to technical offices and operating units on risk assessment and control technique development. The FA also plays a key role in testing the control environment and ensuring compliance with reporting requirements. The FA reviews and summarizes FMFIA self-assessments prepared by technical offices and operating units for the Mission-wide Management Councils on Risk and Internal Control (MCRIC). Working closely with the Controller, the FA assists in conducting the Enterprise Risk Management (ERM) process, ensuring coordination of results through USAID/Caucasus, and maintaining ERM risks in the web-based ERM system. Biannually, the FA actively supports the

Controller and the Chair of the MCRIC meeting. This involves presenting comprehensive FMFIA and ERM results in MCRIC memoranda, recommending corrective actions, and following up on documented areas for improvement.

The contractor is eligible for temporary (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationships / Supervisory Controls

The Financial Analyst works under the very general supervision of the Regional Controller and/or his/her designee, and the more direct supervision of the Supervisory Financial Analyst, who provides overall objectives, suggests approaches to consider, and reviews completed reports and other assignments. The Financial Analyst independently manages his/her daily work operation. The FA can provide guidance on all operational and policy issues. Work is evaluated based on accomplishments and for conformance to policy and procedures.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a) Education:

A Minimum of university Bachelor's degree in Business, Finance, Accounting or relevant field is required. A Certified Public Accounting (CPA) certificate, or its equivalent (such as ACCA) is required.

b) Prior Work Experience:

A minimum of six years of progressively responsible financial experience in financial management, professional accounting and/or auditing is required.

c) Language Proficiency:

Level IV verbal and written in English and Georgian is required. Level IV verbal in Azerbaijani is also required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Foreign Service National Security Certification and medical clearance:

The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The Technical Evaluation Committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The applicants meeting the minimum qualifications (**see section II**) will be further evaluated through the applicant's submitted application packages and the combination of writing soft skills and/or technical tests, English language tests and/or interviews per the selection criteria provided below. Following the testing sessions, the candidates will be short-listed for interviews.

Candidates will be evaluated and ranked based on the following selection criteria:

Professional Experience

- **Financial Management Experience:** Demonstrated experience related to financial management, accounting, or auditing, preferably in a context similar to international development. The candidate's professional experience should demonstrate experience in handling financial management functions, like developing financial reports, budgets, analyzing the complex financial data, reviewing audit reports, conducting financial reviews, assessing internal controls, and advising on projects' financial matters.
- **Internal Controls Management:** Demonstrated experience managing internal controls, including the identification, assessment and management of risks, ensuring compliance with reporting and regulatory requirements.
- **Capacity Building:** Proven ability to deliver capacity building training, providing technical assistance to organizations or host government entities, and/or contributing to strengthening organizations' financial management systems.
- **Progressive Experience:** The candidate's professional experience should demonstrate increasing responsibilities in financial management, analysis, and advisory services.

Technical Knowledge

- **Financial Management Principles:** The candidate should demonstrate an understanding of accounting principles, budgeting, financial reporting, and other related theories and practices.
- **Analytical Skills:** The candidate should have a proven ability to perform the analysis of financial data, conduct assessments and/or audits, present findings, suggest mitigating strategies, and draw conclusions.
- **Proficiency in Financial Software and Tools:** The candidate should possess skills of using financial management software, spreadsheets, and data analysis tools.

Interpersonal and Communication Skills

- **Communication Skills:** The candidate should be able to convey information clearly and concisely, both in writing and verbally.
- **Interpersonal Skills:** The candidate should demonstrate the ability to work effectively with diverse teams, including colleagues, government officials, and partner organizations.

English fluency test may be required (*Pass/Fail*)

Reference Verification (*Pass/Fail*)

Negotiations will be conducted with the most qualified/ highest-ranked applicant as identified by the TEC at the conclusion of the recruitment process.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit a cover letter, a resume and an application form DS-174 in English.

DS-174 in English is available on the following link:

<https://eforms.state.gov/Forms/ds174.PDF>

A cover letter should express how the applicant's working experience, knowledge, skills and abilities meet the selection/evaluation criteria as set above in the Solicitation (please refer to the **section III** above) .

The applicants who do not submit any of the required documents (cover letter, resume and DS-174) as mentioned above will not be considered further.

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4: tbilisijobs@usaid.gov

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

1. Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms required to obtain 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:

1. BENEFITS:

- Health Insurance Coverage for the selected candidate and immediate family members (spouse/children) (co-payment)
- Defined Contribution Fund (12% of the annual gross salary)
- Annual Bonus payment (1/12 of the annual gross salary)

2. ALLOWANCES: N/A

VII. TAXES

Local Employed Staff are responsible for paying local income taxes.

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

USAID regulations and policies governing **CCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: PR funding - USAID/Georgia	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD 24-04	FASCSA Orders to USAID PSCs with Individuals under the AIDAR Appendices D and J	January 08, 2024
AAPD 21-01	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J	March 26, 2021
AAPD 20-08	Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs	December 22, 2020
AAPD 06-08	AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts	June 23, 2006
AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan	December 02, 2003

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/resources_standards-of-conduct

5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27	Prohibition on a ByteDance covered application	June, 2023
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