



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062024R10013

**ISSUANCE DATE:** May 13, 2024

**CLOSING DATE/TIME:** Open until filled

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Assistant (Budget)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), seeks offers from qualified persons to provide personal services under contract as described in this solicitation.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. We encourage all eligible applicants of any of the above-mentioned groups to apply.

Offers must be per **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 preparing and submitting the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Janine A. Scott  
**Supervisory Executive Officer**

## **I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72062024R10013

**2. ISSUANCE DATE:** May 13, 2024

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until filled.

Applications will be reviewed every two weeks. Applicants are strongly encouraged to apply early. Once the position has been filled, the solicitation will be closed.

**4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)

**5. POSITION TITLE:** USAID Project Management Assistant (Budget)

**6. MARKET VALUE:** \$31,148 to \$48,278 equivalent to **FSN-09; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective April 21, 2024). Final compensation will be negotiated within the listed market value. Salary and allowances are denominated in US dollar and paid in Naira at the prevailing U.S. Embassy exchange rate. Continued US dollar denomination and payment of LE Staff compensation is subject to renewal and approval by the Secretary for Management via PID (public interest determination).

**7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a June 2024.

**8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.

**9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).

**10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

## **11. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract**

The USAID Project Management Assistant (Budget and Administration) (the "Assistant") is located within the HIV/AIDS & TB (HAT) Office and reports to the USAID Project Management Specialist (Budget). The Assistant supports the preparation and monitoring of budgets for the HAT Office portfolio, a large portion of which includes the President's Emergency Plan for AIDS Relief (PEPFAR) funds. The Assistant also supports HAT Office and other Mission colleagues related to all budget and financial components of the HAT Office portfolio and liaises closely with the PEPFAR team in USAID/Washington on PEPFAR-funded activities. The Assistant plays a key role in coordinating budget planning, monitoring, and reporting for the HAT Office and coordination with Mission operations offices - Office of Financial Management (OFM), Executive Office (EXO), and Office of Acquisition and Assistance (OAA). S/he provides other operations and management support to the HAT Office including leading office-wide travel planning and

coordination of field trips, conferences, and VIP visits. In addition, the Assistant serves as a key resource for the USAID award system, Global Acquisition and Assistance System (GLAAS).

## **2. Statement of Duties to be Performed:**

### **a. Budget and Financial Management:**

**(40%)**

- Assists the USAID Project Management Specialist (Budget) in guiding the HAT Office in preparation of annual and multi-year office budgets and ensuring program budget planning and development is aligned with Mission strategy, PEPFAR guidelines, and cross-cutting priorities.
- Provides the appropriate fiscal data to be used for new and existing projects.
- Supports the HAT Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type, and duration.
- Works with the PMS (Budget) to ensure health program budgets adhere to agency requirements, (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).
- Updates uncommitted balances regularly and provides support to the PMS (Budget) and HAT Office management on the use of un-sub-committed balances for new or ongoing activities.
- Tracks obligations, outlays, accruals, and pipeline and ensure their conformity to action plans, budgets, and U.S. regulations, as well as PEPFAR guidelines.
- Compiles budget information, project obligation materials and budget scenarios in conjunction with the Office of Financial Management (OFM).
- Coordinates closely with the USAID/Washington and interagency PEPFAR team on budget planning and monitoring of PEPFAR-funded activities.
- Analyzes existing financial data, including pipelines, disbursements, accruals, and forecasted expenditures to inform the budget formulation process.
- Develops the annual calendar of budget actions that will ensure effective management of the budget. Supports the use of budget tools and practices within the HAT Office.
- Prepares field support budget requests, in coordination with the Technical Teams.
- Develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions and actions.

### **b. Portfolio Administration and Operations**

**(35%)**

- Serves as HAT Office subject matter expert (SME) for GLAAS. Initiates GLAAS requisitions for new and active awards, advises Contracting Officer's Representatives/Agreement Officer's Representatives (COR/AORs) and others on the requirements of GLAAS entries, provides technical guidance on Solving errors and GLAAS updates.
- Tracks COR/AOR certification status for HAT Office.
- Supports preparation of and management of activity approval documentation.

- Updates the procurement plan and liaises with the Office of Acquisition and Assistance (OAA) to track completion of actions.
- Provides operational, financial, administrative, and logistics support to the HAT Office, actively coordinating with OFM, EXO, and OAA.
- Drafts correspondence on behalf of team leadership to external stakeholders.
- Leads office-wide travel planning and coordination of field trips, meetings, and VIP visits in close coordination with USAID operations offices.

**c. Reporting (25%)**

- Coordinates HAT Office contributions to a variety of plans and reports, including PEPFAR Country Operational Plan (COP), Congressional Budget Justification, Mission Resource Request (MRR), and Performance Plan and Report (PPR).
- Supports the PMS (Budget) to ensure timely implementation of budget and expenditure reporting to PEPFAR and to Government of Nigeria.
- Provides guidance to implementing partners and HAT staff on expenditure reporting process and systems.
- Collaborates with USAID/Washington on collection of expenditure reporting data and dissemination of data analytics.

**3. Supervisory Relationship:** Immediate supervision is from the HAT Office Project Management Specialist (Budget). The immediate supervisor provides the required guidance and mentoring on technical and managerial performance. Supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practice; work is evaluated for technical soundness, appropriateness, and conformity to policy requirements.

**4. Supervisory Controls:** Position is non-supervisory.

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

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education:** Minimum of College/University studies or local equivalent in Financial Management, Business Administration, Accounting, Project Management, Economics, Statistics, Computer Science, Public Health, Public Administration, or related field is required.
- b. Prior Work Experience:** A minimum of three years of progressively responsible work providing budget and administrative support to development programs is required. At least one year must be related to preparing and/or monitoring development project budgets and expenditures. Experience with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other

donor organizations, host-government organizations, or private-sector institutions implementing development programming is required.

- c. **Language Proficiency:** Level IV fluency in both oral and written English is required.
- d. **Job Knowledge:** Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures. Practical knowledge of business correspondence, data management, and project management. Familiarity with USG programs, policies, and regulations, and a familiarity with the issues related to HIV/AIDS interventions in the host country.
- e. **Skills and Abilities:** Demonstrated knowledge of administrative and financial management, and budgeting are required. Computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, and electronic filing. Attention to details and ability to ensure accuracy of documents, analyses, and reports. Good interpersonal skills, including ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with a variety of internal and external points of contact. Ability to work effectively in a team environment and coordinate well with others. This position requires the ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgment and take initiative.

### 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>.

Offerors that meet the minimum requirements, as outlined in this solicitation, will be evaluated, and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
Exceptional	<ul style="list-style-type: none"><li>• A comprehensive and thorough application of exceptional merit.</li><li>• Offeror meets and fully exceeds the Government expectations and presents a very low risk or no overall degree of risk of unsuccessful contract performance.</li><li>• Strengths significantly outweigh any weaknesses that may exist.</li></ul>
Very Good	<ul style="list-style-type: none"><li>• An offeror demonstrating a strong grasp of the requirements of the position.</li><li>• Offeror meets position requirements and presents a low risk of unsuccessful contract performance.</li><li>• Strengths significantly outweigh any weaknesses that exist.</li></ul>

<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>• An offeror demonstrating a reasonably sound application and a good grasp of the position requirements.</li> <li>• Offeror meets position requirements and presents a moderate risk of unsuccessful contract performance.</li> <li>• Strengths outweigh weaknesses.</li> </ul>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>• The offeror shows a limited understanding of the requirements.</li> <li>• Offeror meets some or most of the position requirements but presents a significant risk of unsuccessful contract performance.</li> <li>• Weaknesses equal or outweigh any strengths that exist.</li> </ul>
<b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>• The offeror does not meet the position requirements.</li> <li>• Presents an unacceptable degree of risk of unsuccessful contract performance.</li> <li>• Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government's needs.</li> <li>• Weaknesses and or deficiencies significantly outweigh any strengths that exist.</li> </ul>

The evaluation committee may conduct reference checks, including references from individuals specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Finalists will be invited for in-person interviews during the selection process. No response will be sent to unsuccessful offerors. USAID/Nigeria reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the following:
  - a. **AID 309-2.** (Offeror Information for Personal Services Contracts with Individuals)
  - b. **Cover Letter/Letter of Interest**
  - c. **Current Resume**
  - d. **Copy of Degree Certificate**
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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

*By submitting your offer materials, you certify that all the information on and attached to the offer is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the offer to be investigated.*

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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 needed to obtain medical and security/facility access.

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS:**

- a.** Allowances
- b.** Paid Leave (annual and sick leave)
- c.** Health Insurance
- d.** Annual Bonus

Additional information may be provided to the selected offeror at time of salary offer.

#### **VII. TAXES**

CCNPSCs are responsible for filing and paying local income taxes, consistent with Nigerian law.

#### **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/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>. 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: SC/620-MAARD-0014-3-24005/GHH/23/27/620-M/1130007/1210601/1150957/72-1923/271031	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>
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>.
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](mailto:PSCOmbudsman@usaid.gov).
6. **FAR Provisions Incorporated by Reference**

<b>52.204-27</b>	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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