



**USAID**  
FROM THE AMERICAN PEOPLE

## DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NO: SOL-605-16-000003  
ISSUANCE DATE: July 7, 2016  
CLOSING DATE: July 29, 2016  
17:00 hrs. Kinshasa time  
SUBJECT: Solicitation for a Resident-Hire U.S. Citizen Personal Services Contractor (USPSC) for Non-Presence Country Office (NPCO) Technical Adviser for the Central African Region Operating Unit (CAROU), USAID/Democratic Republic of the Congo (DRC), Kinshasa, DRC.

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens interested in providing PSC services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified.

Interested applicants must submit: (1) Most current curriculum vitae or resume with cover letter; (2) Completed, hand-signed form OF 612; (3) Three references, who are not family members or relatives, with telephone and email contacts.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with stated evaluation criteria. The form OF-612 must be signed; applications submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures that accompany their submissions. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Permanent residence status and/or requisite visas and work permits for the DRC is required.

Applications shall be submitted by email by the closing date and time. Late applications shall not be considered and will be handled in accordance with Federal Acquisition Regulations (FAR) 15.412.

USAID/DRC anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application. Application packages may be submitted via e-mail to: [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) with a copy to Sandra Kiyanga ([skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)) and Sarah Jean Harrison ([sharrison@usaid.gov](mailto:sharrison@usaid.gov)). Please quote the number and position title of this solicitation on the subject line of your email.

Sincerely,

Don Brady  
Executive Officer  
USAID, DRC

Attachment 1: SOLICITATION NO. SOL-605-16-000003 FOR RESIDENT-HIRE PERSONAL SERVICES CONTRACTOR NON-PRESENCE COUNTRY OFFICE TECHNICAL ADVISER, USAID/DRC, KINSHASA  
**SOLICITATION NUMBER:** RFP No. SOL-605-16-000003

**ISSUANCE DATE:** July 7, 2016

**CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** July 29, 2016

**POSITION TITLE:** Resident Hire USPSC Non-Presence Country Office Technical Adviser

**NUMBER OF POSITION(S):** One position may be filled

**MARKET VALUE OF POSITION:** (Base Pay): GS-13 equivalent with an annual salary range \$73,115 to \$95,048.

The position has been classified at the GS-13 level. Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.

**PERIOD OF PERFORMANCE:** To start o/a mid-August 2016, for a period of two years with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission. Applicant must be available for a minimum of 18 months to apply.

**ELIGIBLE FOR CONSIDERATION:** Eligible Family Member (EFM) or Legal Resident of DRC - US Citizens only

**PLACE OF PERFORMANCE:** Kinshasa, DRC

**SECURITY ACCESS:** The contractor will require a SECRET clearance.

#### **JOB DESCRIPTION**

A. Position Title: USPSC Non-Presence Country Office Technical Adviser

B. Introduction and Background:

The United States Agency for International Development (USAID) manages its portfolios covering the Central African Republic (CAR), Republic of Congo (ROC), counter-Lord's Resistance Army efforts and other cross-border efforts in the Great Lakes Region of Africa from the USAID mission in Kinshasa, DRC through its Central African Regional Operating Unit's (CAR OU) Non-Presence Country Office (NPCO). CAR OU/NPCO reports to the USAID/DRC Regional Deputy Mission Director.

Close coordination with other USG agencies, regional US Embassies, and US military units is key to the success and overall cohesion of the USG effort. The NPCO Technical Advisor will work with the USG interagency and the full spectrum of other USG partners to manage the relevant portfolios.

The NPCO Technical Adviser will participate in the working group that defines and executes USAID's strategy to reduce the effects of the LRA and other armed groups in the CAR/northern DRC region.

The Great Lakes Region of Africa contains many war torn countries with a history of political unrest. The NPCO Technical Adviser will be subjected to changing political, security, and humanitarian situations. A well rounded and flexible incumbent will be essential to position success.

### C. Major Roles and Responsibilities

The NPCO Technical Adviser works under the NPCO Office Director, or her designee, to provide coordination and oversight for USAID's portfolios covering the Central African Republic (CAR), Republic of Congo (ROC), counter-Lord's Resistance Army efforts and other cross-border programs in the Great Lakes Region of Africa. The four current programs to be managed total approximately \$30 million. The position will include activity manager responsibilities for some or all of the programs. The technical adviser will contribute the analysis, decision making, and dissemination of information regarding conditions and policies.

The incumbent will be expected to contribute to strategic documents concerning USAID's engagement in the Great Lakes Region of Africa.

The NPCO Technical Adviser position requires innovative thinking and a flexible approach to development/stabilization programming that will ensure that the overall USG mission advances. Strong relationship building and interpersonal skills are essential.

The NPCO Technical Adviser will serve as the acting NPCO Office Director in the absence of the Office Director. This could include extended periods in which the Office Director position is vacant. Supervisory, strategic thinking and program management skills are essential.

### D. Reporting Requirements/Supervision:

Incumbent will report to the NPCO Office Director or her designee.

### E. Supervisory Controls:

The incumbent may act as a supervisor of up to three Foreign Service National CAROU/NPCO Specialists based in Kinshasa, Brazzaville and Bangui.

### F. Physical Demands:

The successful candidate will be required to pass a medical certification exam, paid for by the U.S. Government.

USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

#### G. Available Guidelines:

The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect USAID's portfolios covering the Central African Republic (CAR), Republic of Congo (ROC), counter-Lord's Resistance Army efforts and other cross-border programs in the Great Lakes Region of Africa, including but not limited to the latest research and available data, the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, U.S. Government Procurement regulations, and USAID Program Strategy and Policy Documents.

#### H. Exercise of Judgment:

The incumbent is required to exercise independent judgment and ingenuity in interpreting and developing policy and guidelines and in devising innovative approaches to resolving technical, administrative, and managerial problems. Excellent judgment must be exercised in setting priorities. Discretion and patience is expected from the incumbent in dealing with USAID/DRC personnel and representatives of other U.S. Government agencies to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to USAID's Code of Ethics and Conduct.

#### I. Authority to make commitments:

The incumbent has no independent authority to make any resource commitments or commit U.S. Government funds on behalf of the U. S. Government.

#### J. Post Entry Training:

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations. Organized/formal training (both internal and external) may be provided if it is determined to be in direct support of USAID/CAR OU/NPCO activities.

#### K. Language Proficiency:

Fluent written and oral English is required. Professional written and oral proficiency in French is strongly preferred.

#### L. AOR/COR Certification

AOR/COR Certification is strongly preferred.

#### M. Other Requirements:

The incumbent must be:

- A U. S. Citizen;
- Permanent resident and/or have requisite visas and work permits for DRC;
- Available and willing to work outside the regular 40-hour workweek when required/necessary;

- Willing to travel to work sites and other offices as/when requested; and,
- Able to obtain a SECRET-level security clearance within a reasonable period of time.

#### N. Minimum Qualifications:

Education: Applicants for this position are required to hold at least a Bachelor's Degree in the humanities (Political Science, International Relations, International Development, Anthropology, Liberal Arts, etc.) or relevant studies. A relevant graduate degree is preferred.

Prior Work Experience: At least five years of experience in international development project management, diplomacy, international law, international conflict programming, or Central African affairs.

Languages: English speaking, reading and writing at the 4/4 level.

Knowledge: The incumbent will require in-depth understanding of development principles as well as of strategy development.

Skills and Abilities: Microsoft office, oral presentation.

#### O. Evaluation Criteria/Selection Criteria

##### 1. Education and Experience: 40 Points

Experience working with disaffected populations, countries with weak governance, communities in conflict and/or recovery from conflict, and coordination with multiple actors in a fast-paced and dynamic environment is necessary for this position. Strong strategy development experience is desired.

##### 2. Knowledge: 30 points

Knowledge of humanitarian and development principles, Central African regional politics, and US strategic interests are necessary to be successful in this position.

##### 3. Skills: 30 points

Organizational skills, financial management, strategy development, and interaction with other agencies, organizations, and governments are necessary to perform at the desired level.

#### P. Instructions to Applicants:

Interested individuals are requested to submit following:

1. Fully completed and signed copy of an Optional Application for Federal Employment Form (OF - 612);
2. A current resume or curriculum vitae (CV) and cover letter.

Please be sure that the resume/CV and/or cover letter provides the following personal information, as well as the following information concerning the Evaluation Criteria:

- a. Personal Information: Full Name, Mailing Address, Email Address, Day and Evening Phone Numbers, and Country of Citizenship
- b. Education - Colleges and universities or technical vocational schools, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours); clearly state if experience is being substituted for a degree;
- c. Experience - Provide information for paid and non-paid work experience specifically related to this position;
- d. Knowledge - Pertinent information related to the qualifications required for the position including procurement training courses; on-the-job training and other job-related skills such as computer software training/experience;
- e. Skills and Abilities - Pertinent information on work/educational experiences which demonstrate the applicant's performance and knowledge in a highly demanding work environment.

3. A minimum of three and a maximum of five references (including two references from direct supervisors) who can provide information regarding the applicant's knowledge of procurement work;

4. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances (if any).

The OF-612 is available at the following website: <http://www.gpo.gov/pdfs/careers/apply/of612.pdf> or at Federal offices. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume/CV alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section.

Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications will not be considered. Please note all applications must be signed - unsigned applications shall NOT be considered. Please reference the solicitation number on your application, and as the subject line in any cover letter.

To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Applications must be received via email, by the closing date and time specified in the cover letter.

## Q. Benefits

As a matter of policy, and as appropriate, a Resident Hire USP SC recruited is normally authorized the following benefits and allowances:

### BENEFITS:

(1) Employee's FICA Contribution

(2) Contribution toward Health & Life Insurance

- 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
- 50% of Life Insurance Annual Premium (not to exceed \$500)

(3) Eligibility for Worker's Compensation

(4) Annual & Sick Leave

Federal Taxes and Fringe Benefits: USPSCs are not exempted from payment of Federal Income taxes. As a resident hire USPSC, the incumbent will not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

## R. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

Additionally, AIDAR Appendix D can be found at: <http://transition.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.