

SOLICITATION NO: SOL-669-15-000032
ISSUANCE DATE: July 31, 2015
CLOSING DATE: August 28, 2015, 17:00 Local Time, Monrovia, Liberia

SUBJECT: Solicitation for US/TCN Personal Services Contractor (US/TCNPSC) for Financial Management Specialist, USAID/Liberia

To All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens and Third Country Nationals to provide services as a Financial Management Specialist under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position is Monrovia, Liberia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Email submissions shall be sent to sbrowne@usaid.gov and kpaudel@usaid.gov. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures which accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered. USAID/Liberia will not consider an extension to the submission deadline for this procurement.

Any questions or comments regarding this solicitation should be in writing and directed to sbrowne@usaid.gov and kpaudel@usaid.gov. Applicant should retain for their record copies of all enclosures which accompany their applications.

Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

Sincerely,

Hector Morales
Executive Officer

USAID/Liberia Mailing Address:
8800 Monrovia PI
Dulles, VA 20189

1. **SOLICITATION NUMBER:** SOL-669-15-000032
2. **ISSUANCE DATE:** July 31, 2015
3. **CLOSING DATE AND TIME:** August 28, 2015, 17:00 Local Time, Monrovia, Liberia
4. **POSITION TITLE:** Financial Management Specialist
5. **MARKET VALUE OF POSITION:** The position is the equivalent of a GS-13 ranging from \$73,115 to \$95,048 per annum. Final compensation will be based on the individual's salary and work history, experience and educational background, within the above salary range.
6. **EVALUATION FACTORS:** Evaluation will be based on a 100-point Scale: Experience (30 Points), Skills and Abilities (25 Points), Job Knowledge (20 Points), Oral and Written Communication (15) and Education (10 Points).
7. **PERIOD OF PERFORMANCE:** Two (2) years, with the possibility of extension, depending on need, performance and availability of funding, not to exceed a total of three (3) years.
8. **PLACE OF PERFORMANCE:** Monrovia, Liberia
9. **SECURITY ACCESS:** Employment Authorization (USPSCs)
Background Check (TCNPSCs)
10. **AREA OF CONSIDERATION:** U.S. Citizens or Third Country Nationals
11. **STATEMENT OF DUTIES:**

A. Introduction:

The USAID mission to Liberia, located in Monrovia, is soliciting expressions of interest from qualified U.S. and Third Country National personal service contractors to serve as the Financial Management Specialist in the Office of Financial Management.

USAID is the largest bilateral donor in the country and maintains close relationships with a range of Government of Liberia (GOL) counterparts. Its development program focuses resources in four technical areas: Democracy and Governance, Economic Growth, Health, and Education. The technical offices are supported by four support offices – Program & Project Development (PPD), Acquisition & Assistance (OAA), Financial Management (OFM), and Executive Office (EXO). USAID is co-located within the New Embassy Compound and subscribes to ICASS for most of its support services. As a Performance Management Focus Country, USAID/Liberia spearheads several USAID initiatives: Feed-the-Future, the Global Health Initiative, and the President's Malaria Initiative. It also manages the Millennium Challenge Corporation threshold program. The Mission is at the forefront of USAID/Forward's Implementation and Procurement Reform initiative. Liberia is a priority country.

B. Function of the Position

The Financial Management Specialist will assume responsibility for the financial analysis, accounting and payment processing operations for the USAID/Liberia Mission. Given the size and complexity of the Liberia portfolio, this challenging and demanding position requires a senior/experienced financial management professional who has prior extensive USAID financial operations experience and strong English language skills. The position is located in the Office of Financial Management and reports to the Mission Controller.

C. Major Roles and Responsibilities

a. Support OFM core functions (60%)

Reporting to the Mission Controller, the Financial Management Specialist supports and manages the budget, accounting, financial management and payment functions in USAID/Liberia OFM. These include financial analysis, budgeting, project accounting, administrative expense accounting and voucher examination functions. The incumbent plays a key role in OFM efforts to improve service quality and customer satisfaction. As such, the Financial Management Specialist will administer a comprehensive accounting, reporting and budgeting system designed to provide high quality service to OFM customers while providing senior mission management and USAID/W with timely financial information for making operating decisions. He / she will review all transactions, in electronic and manual formats, prior to the Controller's review and approval; coordinate with State FMO on the operation of Post ICASS function (including the accumulation, analysis and equitable distribution of ICASS costs to participating agencies); participate in the planning, installation and maintenance of an adequate system of internal control for the processing, accounting and reporting of all USAID obligation/liquidation actions; supervise the analysis and reconciliation of all program and administrative accounts with State, DOD and USAID/W, including 1221 management and timely liquidation of program and travel advances, etc. The incumbent will research, identify, recommend and lead the implementation of agency best practices in many areas of OFM operations, including distribution of shared administrative costs, accrual and pipeline management, financial reporting, including year-end requirements such as 1311 reviews, reconciliations, annual budget preparation, monthly and quarterly closing, etc. Other responsibilities include review OFM processes to identify strengths and weaknesses, including bottlenecks, and to the extent required, modify processes to streamline workflow and maximize efficiency.

b. Participate in Public Financial Management assessments (15%)

The incumbent participates in the performance of various types of assessments of partner country public financial management (PFM) and procurement systems; audits, risk assessments, financial and compliance reviews, host country contracting and/or financial management capability assessments. A key responsibility of the incumbent will be to support USAID/Liberia's technical teams to design, implement, scale up and manage their respective portfolios of ongoing and planned direct assistance activities with the Government of Liberia (GoL) and Liberia's local NGOs to meet USAID/Liberia targets on the Implementation and Procurement Reform Initiative. As such, he/she will work closely with senior officials from various GoL ministries, bilateral and multilateral donors working in the PFM area, and consultants. He/she coordinates the capacity building activities identified, endorsed and/or determined from assessments conducted on the national and sub-national Partner Country Systems and participates in the conduct of relevant financial management training and technical assistance aimed at strengthening PFM, Procurement, and internal control for Partner Country agencies.

c. Manage USAID/Liberia internal and external audits and reviews (15%)

The incumbent manages the administrative, operational, and programmatic activities involved in ensuring that USAID/Liberia OFM, technical teams, implementing partners, local NGOs and host country counterparts comply

with USAID requirements pertaining to audits, financial reviews, internal control and compliance with relevant laws, regulations, policies and procedures. As part of his/her responsibilities, the incumbent manages all pre-award assessments, audits, control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews of USAID/Liberia-funded organizations. He/she will support the establishment and implementation of annual plans for performing financial management reviews of the Mission's implementing partners, lead efforts aimed at building the capacity of local NGOs, and will assist USAID/Liberia technical offices and partners in implementing appropriate corrective actions to strengthen internal financial, administrative and management control. The incumbent is the OFM lead on GMRA audits, OMB A-123 assessments, and Federal Manager's Financial Integrity Act reviews, and other internal and external audits and assessments.

d. Provide training to OFM LES cadre (10%)

The incumbent provides supervision and training to FSN Accountants, Financial Analysts and Voucher Examiners in their daily activities and work requirements. This requires developing, implementing and monitoring short- and long-term work plans to meet the needs of OFM and the Mission; determining staff work priorities; assigning responsibilities as appropriate and assuring that all activities are carried out in a technically sound and cost-effective manner, in accordance with applicable Mission and Agency directives and requirements; identifying and resolving related Financial issues; training, mentoring and coaching OFM staff. To complement work plans, the Financial Management Specialist will develop and implement individual training plans which include on-the-job and formal training lessons in Liberia, Ghana and other locations. The Financial Management Specialist will also provide in-depth on-the-job training to new OFM FSN staff; mentor and train on-board OFM to assume expanded duties and responsibilities, leading to the potential to become Chief Financial Analyst or Chief Accountant in USAID/Liberia; improve staff skills in performing reconciliations, including training in CART, 1221, 224 reconciliations; Identify opportunities for cross-training of staff to ensure that there are back-ups for all critical roles and responsibilities required by OFM staff; Mentor DLI staff (assigned to OFM or rotating) on the roles and responsibilities of an FMO and ensure they develop a critical understanding of the linkages between FMO and their programmatic/technical roles; Review position descriptions for all OFM staff to ensure descriptions are current and reflect all duties and responsibilities of the incumbents; Ensure timely work objectives are defined and responsibilities assigned to each staff member are consistent with their training and position. The incumbent will be the subject matter expert and mission in-house trainer on current and new financial and related systems and tools, including Phoenix, GLAAS, E2, BFEM, ICASS, OPS Master, ABM/ABT, ASIST/Documentum, WebTA, MAPRS, etc. She/he will train personnel to utilize the ADS, FAM, and FAH as well as other associated policies, rules and regulations governing the administration and implementation of foreign assistance; and perform other duties as assigned by the controller. .

D. Evaluation Factors/ Required Qualifications:

In order to be considered for this position, a candidate must meet the Evaluation Factors/Required Qualifications listed below. These factors are listed in descending order of importance and will be the basis for the evaluation of applications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview but an interview is not always necessary. Additionally, writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume or OF-612 to demonstrate how prior experience and/or training addresses the Evaluation Factors/ Required Qualifications listed below:

a. Prior Work Experience (30 points):

At least 10 (ten) years of progressively responsible experience in professional accounting, auditing, or financial management activity, at least 5 (five) years of which must have been with USAID in an accounting or financial management capacity.

b. Skills and Abilities (25 points):

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. Must have excellent training skills to effectively transfer knowledge and skills to Liberia OFM staff in the full range of OFM operations. 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 financial management requirements. She/he must have demonstrated the ability to develop and implement procedures and internal controls to ensure the integrity of financial data, implement financial processes and procedures required by US law or regulation, and develop requisite internal controls for local, regional, and international organizations essential for safeguarding USG resources. She/he must have the demonstrated ability to understand, interpret and apply federal and USAID rules, regulations and requirements to complex situations, as well as the requisite skills to teach and mentor others to do same.

c. Job Knowledge (20 points):

A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS), as well as governmental and not-for-profit accounting, budgeting and reporting are required. In depth working knowledge of general accounting, budgeting, reporting, and prevailing customs and practices as they apply to USAID accounting and auditing practices is required. A thorough knowledge of laws, regulations and procedures associated with USAID financial management is required. A thorough knowledge of USAID activity design, development, implementation and evaluation processes is essential. Knowledge of Public Financial Management systems, COSO Internal Control Framework, International auditing standards and related areas is highly desired. Demonstrated knowledge of pre-award requirements, post-award review and audit management of local grant and contract awards is required.

d. Oral and Written Communication (15 points):

Level IV English ability (fluent) is required. Excellent written and verbal communication skills, reflecting the ability to analyze and report clearly and concisely, to be demonstrated through interview, sample reports or articles written by the applicant.

e. Education (10 points):

A baccalaureate degree in Accounting is required. In addition, a Professional Certification, (e.g. ACCA or CPA) is highly preferred. A master's degree in accounting, finance, business administration or related field is highly desirable.

E. Position Elements

a. Supervision Received:

Duties are carried out largely independently but under the general supervision of the Mission Controller and Deputy Controller. Supervision at this level is normally confined to policy guidance although some technical supervision may be provided. The incumbent is expected to be independently responsible for advising on the assigned operations. Supervisory review consists of ensuring that work is accomplished in a timely manner in accordance with USAID policies, and that the staffs are trained in their duties.

b. Supervision Exercised:

The incumbent has supervisory responsibility over all OFM FSN staff.

c. Available Guidelines:

OMB Circulars and Bulletins, GAO, GAAP, GAAS, RIG Guidelines, FAR, CFR, ADS, USAID Automated Directives (ADS), Mission Orders, Administrative Notices, and other written guidelines issued by relevant authorities. General and International accounting and auditing principles must be interpreted and applied to programs and projects.

d. Exercise of Judgment:

Incumbent will exercise a high degree of independent judgment in performance of assigned tasks, especially pertaining to management of audits, risk assessments, pre-award surveys, and financial reviews; and to tasks related to staff training and mentoring, supervision of OFM functions. Incumbent also independently communicates, interacts and coordinates with host country officials, implementers, NGOs, CPA firms and other consultants working for OFM, USAID technical staff and senior mission management. A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Mission. S/he will work independently, take initiative, and manage a multi-cultural team. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to rely on independent judgment to resolve problems that arise by determining the approaches to be taken and methodologies to be used.

e. Authority to Make Commitments:

The incumbent will have no independent authority to commit funds on behalf of the U.S. Government.

f. Nature, Level and Purpose of Contacts:

Incumbent has frequent direct contact with mid to high-level officials in Government of Liberia, CPA firms and Mission senior leadership and DO teams for the purpose of resolving significant issues that may arise from assessment of host country systems, USAID G2G activities, financial management aspects of program/ project implementation, and the resolution and implementation of audit recommendations. In addition, incumbent maintains regular contact with USAID/Washington, USDOs in Charleston and Bangkok, USAID/Accra to discuss material differences arising from application of appropriations law, reconciliations, deob-reob requests, and funds control issues; and with Embassy Financial Management Officer to settle ICASS billing and expenses issues which may be contentious.

g. Time Requirement to Perform Full Range of Duties:

None: The Financial Management Specialist is expected to be an accomplished professional with the requisite skills to "hit the ground running."

h. Limitations

- 1) While the incumbent may supervise USPSCs and non-U.S. citizen employees, s/he may not supervise U.S. citizen direct-hire (USDH) employees of USAID as part of regular duties and responsibilities. S/he may supervise USDH employees on a limited basis not to exceed 60 days in any 180 day period to cover a temporary USDH absence.
- 2) The incumbent may participate in personnel selection matters but may not be delegated authority to make a final decision on USDH personnel selections.
- 3) The incumbent may be designated a Contracting Officer's Technical Representative (COTR). S/he may represent the Agency and communicate planning and implementation decisions. Communications that reflect a final policy decision of the Agency must be cleared by a USDH employee.

4) The incumbent may not be authorized to sign (1) grants, contracts, and other obligations that require a warrant and (2) grants to foreign governments and public international organizations. S/he may be authorized to sign other obligating documents, e.g., travel authorizations (TAs), miscellaneous obligation documents (MODs), and SF-1190s (Foreign Allowances Application, Grant and Report). It is USAID policy that contracting and assistance warrants are issued only to USDH employees. Only the Office of Acquisition and Assistance (M/OAA) may issue a warrant, except that [AIDAR 701.601\(b\)](#) and [701.603-70](#) provide authority for heads of contracting activities to issue warrants for simplified acquisitions to qualified USDH employees on his or her staff.

i. **START DATE:** November 1, 2015, upon necessary clearances is obtained.

j. **POINT OF CONTACT:**

Sylvester Browne
Deputy Executive Specialist
USAID/Liberia
Monrovia, Liberia
E-mail: sbrowne@usaid.gov

k. **APPLYING:**

TERM OF PERFORMANCE

The base term of the contract will be for two years, which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-13 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees, will be added.

1. ADDITIONAL INFORMATION

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to locate relevant AAPDs. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits.

1. ALLOWANCES: as applicable.*

- Temporary Lodging Allowance (Section 120).
- Living quarters allowance (Section 130) or government furnished housing.
- Post Allowance (Section 220).
- Supplemental Post Allowance (Section 230).
- Separate Maintenance Allowance (Section 260).
- Education allowance (Section 270).
- Educational Travel (Section 280).
- Post differential (Chapter 500).
- Payments during Evacuation/authorized Departure (Section 600), and

2. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, and pouch mail service

Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income Taxes.

3. Contract Information Bulletins (CIBs) Pertaining to PSCs.

97- 16	Class Justification for Use of Other Than Full & Open Completion for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
97-11	(Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
97-6	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
97-3	New USAID Contractor Employee Physical Examination
96-23	Unauthorized Provision in Personal Services Contract
96-19	U.S. Personal Services Contract (USPSC) – Leave
96-11	PSC's Annual Health Insurance Costs
96-8	Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
94-9	Sunday Pay for U.S. Personal Services Contracts (PSCs)
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)

List of Required Forms for PSCs

1. Optional Application for Federal Employment Form (OF-612)
- **2. Contractor Physical Examination (AID Form 1420-62).
- **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **4. Questionnaire for Non-Sensitive Positions (SF-85).
- **5. Finger Print Card (FD-258).

Note: Form 5 is available from the requirements office.

*Standardized Regulations (Government Civilians Foreign Areas).

**The forms listed 2 thru 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

INSTRUCTIONS TO APPLICANTS:

All Applicants must address how they meet the Minimum Qualifications, as described below:

- a. Submit a fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates your education, experience, knowledge, skills and abilities as

they relate to the evaluation criteria. Forms are available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices).

- b. Contractor Employee Biographical Data Sheet (AID 1420-17)

All applications packages are to be submitted to:

Sylvester Browne
Deputy Executive Specialist
USAID/Liberia
Email: sbrowne@usaid.gov and kpauadel@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB.