SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)

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 IX 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 CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Troy Tillis
Contracting Officer

John A. Marten

Digitally signed by John A. Marten
Date: 2022.08.16 13:24:15 +02'00'
I. GENERAL INFORMATION

1. SOLICITATION NO.: 7206732-2022-001
2. ISSUANCE DATE: Monday August 22, 2022
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: Tuesday September 6, 2022
   At 12:00 midnight, Local Time, Windhoek, Namibia
4. POSITION TITLE: Project Management Specialist – Budget and Finance
5. MARKET VALUE: N$599,717 - N$839,594 pa equivalent to FSN GRADE 11
   Final compensation will be negotiated within the listed market value
6. PERIOD OF PERFORMANCE: Five years renewable contract subject to funds availability and need for the position.
7. PLACE OF PERFORMANCE: Windhoek, Namibia
8. SECURITY LEVEL REQUIRED: Facility Access
9. AREA OF CONSIDERATION: Internal Applicants
10. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. STATEMENT OF DUTIES

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.

Basic Function of Position:
The USAID Project Management Specialist (Budget and Finance) is located within the Health Office and reports to the Health Office Director. The Specialist or Job Holder serves as a subject matter expert on the full range of USAID Health Office budget activities. The Specialist is responsible for leading or performing a wide array of budget actions for the entire Health Office portfolio, including budget planning, development, implementation, and monitoring of complex, $37 multi-million ($37m) in health initiatives, nearly all of which is President’s Emergency Plan for AIDS Relief (PEPFAR) funds. The Specialist provides senior level guidance to Health Office and other Mission colleagues related to all budget and financial components of the Health Office portfolio and liaises closely with the PEFAR team in USAID/Washington on PEPFAR-funded activities. The Specialist also plays a primary role in coordinating financial aspects of Health Office and other Mission reporting requirements.

Under the supervision of the Health Office Director, the Program Development Specialist will lead on all financial management matters for the Health Office related to PEPFAR. The Job Holder serves as a key financial advisor to the PEPFAR interagency budget leads on budget development, implementation, and reporting - including USAID financial tracking (projected expenditures or burn rates, accruals, pipeline, and incremental funding actions) – as well PEPFAR-specific financial requirements (Country Operational Plan budgeting, Expenditure Reporting, and the FAST). S/he may act as the USAID budget lead within the PEPFAR interagency structure. Within USAID, this position works closely with USAID Southern Africa’s Regional Financial Management Office (RFMO), Regional Program and Project Development Office (RPPDO), and Regional Office of Acquisition and Assistance (ROAA). The position coordinates responses for key reporting to the Office of the Global AIDS Coordinator (OGAC), USAID/Washington. S/he will work in tandem with USAID Namibia Chief Accountant, ensuring coverage and continuity of operations across program budget planning, reporting and execution.

The Job Holder will facilitate communication and maintain collaborative working relationships regarding USAID’s programs with mid to senior level government officials at various Ministries, with special emphasis placed on the Ministry of Health and Social Services, Ministry of Gender Equity and Child Welfare, National Planning Commission, Ministry of Finance, other donor organizations.

Major Duties and Responsibilities:
The Job Holder will provide leadership, coordination, advice, and assistance to the Health Office management team, C/AORs and activity managers on all aspects of the program budget for the Health
A. Budget Planning and Direction 40%

- Serves as subject matter expert in leading the Health Office in the preparation of annual and multi-year office budgets and ensures program budget planning and development is aligned with Mission and PEPFAR strategy and cross-cutting priorities.
- Provides extensive advisory services to a wide array of stakeholders including project managers, USAID/Washington PEPFAR team as well as other USG agencies implementing PEPFAR funding and implementing partners to ensure annual multi-million-dollar USAID budgets are aligned with USAID priorities in the host country.
- Analyzes budget guidance from a variety of sources, and guides Health Office and Mission leadership to ensure adherence.
- Provides the appropriate fiscal data to be used for new and existing projects.
- Advises the Health Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type and duration.
- Makes recommendations to the office teams regarding appropriate contractual and financial actions.
- Compiles budget information, project obligation materials and budget scenarios in conjunction with the Office of Financial Management (OFM).
- Coordinate closely with USAID/Washington PEPFAR team on PEPFAR-funded activities to ensure Health Office budget planning and direction aligns with PEPFAR goals and guidance.
- Oversee all Expenditure Analysis (EA) related activities with USAID implementing partners and work closely with USAID and Interagency SI team to ensure accurate and timely reporting to S/GAC.
- Guide implementing partners to complete PEPFAR-specific requirements of analysis and regular reporting, including EA; highlight areas for improved efficiency and improve alignment of future investments to program needs; estimate resources needed to support programs in the future; and facilitate improved understanding of unit expenditures by program area and service provider.
- Lead the COP budget formulation process, including the FAST tool and End of Financial year (EoFY) tool.

B. Budget Implementation, Monitoring and Analysis 40%

- Ensures 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 provide technical and programmatic recommendations to Health 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.
- Analyzes existing financial data, including pipelines, disbursements, accruals and forecasted expenditures to inform the budget formulation process.
- 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.
- Serves as the Health Office “super-user” for the Global Acquisition and Assistance System (GLAAS).
- Guide the Health Office Director to formulate budget plans and reports. Coordinate with CORs/AORs and Activity Managers to assume appropriate financial monitoring and reporting of all projects. Develop budget analysis for new activities.
- Oversee delivery of the Health Office quarterly accruals, pipeline analysis, and budget components of POART and SBOAR reports including obligations, expenditures, and projections for each grant and contract.
- Serve as liaison with the Program Office, Regional Acquisition and Assistance Office and Financial Management Office.
- Engage U.S. contractors and grantees to collect finance-related information and respond to queries. Assist AORs/CORs to examine submitted vouchers to track accrued expenditures against obligations to date and coordinate close-out actions in a timely manner.
- Ensure follow-up of payments and vouchers under the Implementation Letters with the government of Namibia and appropriate record keeping.
- Serve as the Health and HIV/AIDS Office point person for all program and financial audits.
- Enhance partner financial performance management tracking to include triangulation with key programmatic indicators and other financial and programmatic data streams as available.
• Co-lead the Health Office’s engagement with FMO in the formulation and management of the Management and Operations budget, including the staffing plan and support office budgets.
• Run Phoenix reports to determine availability of funds, and if sub-commitments and/or sub-obligations have been recorded.
• Support FMO-related actions as needed: 1311 de-obligations, de-sub-commitments, quarterly financial reviews.
• Lead processing of urgent incremental funding actions, including running Phoenix reports, preparing pipeline analyses, and providing fund sites.
• Serve as Agreement/Contracting Officer Representative for contracts or grants as delegated by the Agreement/Contracting Officer.

C. Reporting 20%

• Provides guidance and coordinates Health Office contributions to a variety of plans and reports, including PEFAR Country Operational Plan (COP), Congressional Budget Justification, Mission Resource Request (MRR), and Performance Plan and Report (PPR).
• Organizes and coordinates Health Office Portfolio Reviews and assists in preparing the necessary document and presentations for Mission Portfolio Reviews. Helps track and follow-up action items from the portfolio reviews.
• Identifies existing and potential program implementation and management problems as evident from tracking efforts and work with respective program managers to resolve problems/take corrective action.
• Serves as a key liaison with the Mission’s Program Office (PRO) responding, on behalf of the Health Office, to regular and ad hoc reporting and programmatic requests.

III. MINIMUM QUALIFICATIONS

• Education: A Bachelor’s degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health, or related field is required.

• Prior Work Experience: At least five (5) years of progressively responsible work in in financial management, budgeting, accounting, and/or audit and compliance. At least two years must be related to preparing and/or monitoring development project budgets and expenditures. Experience must include analysis and interpretation of data and presentation of findings in written and oral form.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

• Language Proficiency: Level IV fluency in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

IV. POSITION ELEMENTS

• Job Knowledge: Senior-level knowledge of professional accounting principles, theories, practices, procedures, and regulations, including the principles and accepted practices of federal governmental and/or business financial accounting, budgeting, and reporting. Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives. Working knowledge of Federal agency regulations, USAID and PEPFAR policies and procedures, especially as related to budget and financial management. S/he must be intimately familiar with HIV/AIDS prevention, care and treatment activities in order to accurately price and track activities and commodities.

The Job Holder is expected to be highly knowledgeable of USAID and PEPFAR procedures and regulations, including both the substantive and administrative elements of USAID's assistance mechanisms. (1) Must be able to obtain, analyze and evaluate complex financial and program information to prepare concise, accurate analyses, written reports and oral briefings of information received. (2) Possesses broad knowledge of computer applications, including Microsoft and Google business applications and particularly spreadsheet software. (3) Demonstrates broad knowledge of accounting and ability to
understand and derive budget and program information from accounting systems. (4) Holds a thorough and detailed understanding of the substantive and administrative elements of budget and program operations, project designs, implementation, monitoring, and evaluation processes, not limited to ability to create and manipulate spreadsheets, databases and word processing documents.

- **Skills and Abilities:** Expert-level skills in financial management and budgeting are required. Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing. Skilled 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. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership.

The Job Holder must have the ability to obtain, analyze, organize, and interpret complex budget and program data and to present findings in both oral and written form; must be able to prepare precise and accurate reports in English with minimal grammatical errors. Must have demonstrated the ability to develop and maintain working-level contacts in public and non-governmental organizations relevant to HIV/AIDS and COVID-19.

The Job Holder is expected to have expert skills and abilities with various platforms and databases related to PEPFAR budgetary planning and tracking.

The Job Holder must have a demonstrated ability to produce high quality work, often under time pressure in complex situations, and in both individual and team-oriented settings. S/he must be able to communicate effectively in writing and verbally in English; lead and participate in discussions and meetings effectively. They must be able to quickly analyse information, evaluate data, and prepare reports and related documents in English.

- **Post Entry Training:** Familiarization training in USAID and PEPFAR specific procedures, regulations, and methods. Orientation to working from a donor agency perspective will be provided. On-the-job training regarding USAID policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and all financial, planning and reporting databases. USAID Financial Management, Project/Activity Management, Financial Analysis, and other appropriate training will be provided as courses become available, subject to availability of funds.

- **Supervision Received:** The Job Holder will report directly to the Health Office Director and will be assigned longer-term work objectives by that position, such as deliverables related to COP, PRs, PEPFAR Expenditure Reporting and other financial reporting requirements (i.e., End of Fiscal Year reporting). The Job Holder will take initiative to determine his/her own day-to-day work objectives in consultation the Health Office Director. The Job Holder will be expected to perform independently the required duties and responsibilities of the position. Work will be expected to meet established standards. The Job Holder will be expected to develop his/her own work schedule, procedures for accomplishing tasks and independently resolve problems, which may arise during accomplishment of these objectives. The Job Holder must be capable of prioritizing and managing several tasks simultaneously to conclusion with minimal supervision. The Job Holder will be expected to exercise considerable autonomy and best judgement in discharging the duties of the assignment.

- **Supervision Exercised:** Position is non-supervisory.

- **Available Guidelines:** Federal Acquisition Regulation (FAR); AID Acquisitions Regulations (AIDAR); AID Automated Directives System (ADS Series); Contract Information Bulletins (CIBs); Office of Procurement Acquisition Memorandum (OPAMS); U.S. Department of State Standardized Regulations (DSSR); Federal Travel Regulations (FTR); Office of Management and Budget (OMB) Circulars and Controller General Decisions, PEPFAR requirements and guidance, USAID Mission Orders, Project Papers, Mission Strategy, USAID policies and procedures. General guidance on all PEPFAR related activities, including development of the annual Country Operational Plan (COP) can be found at [www.pepfar.net](http://www.pepfar.net)

- **Exercise of Judgment:** Professional-level judgement in planning and executing work. Substantial reliance will be placed on the job holder, a recognized expert and well-qualified professional, to independently plan, prioritize and carry out the duties and responsibilities of the position. The job
holder will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues) to advance the Mission’s objectives. The use of initiative, discretion, cultural sensitivity, collaboration, and teamwork is expected of the job holder to resolve challenges for which there are no clear or immediate solutions. In the event that no formal guidance exists, the job holder will use her/his own personal, well-informed judgment, making independent decisions that can be defended as necessary and seeking input when appropriate.

- **Authority to Make Commitments**: None. The Job Holder may occasionally be asked to explain and interpret existing PEPFAR and USAID guidelines and policies in areas related to program management, strategy, evaluation and budgeting. S/he is also accountable for accuracy in the finalization of budget documentation including reports.

- **Nature, Level, and Purpose of Contacts**: The Specialist occupies a high profile and important position in the Mission. S/he serves as a subject matter expert to Health Office and Mission leadership on budget planning and execution for a complex, multi-million-dollar health portfolio. S/he guides Mission colleagues, Team Leads, and management, including Program Office, Office of Finance Management, Office of Acquisition and Assistance, and other technical offices. S/he also coordinates extensively with USAID/Washington PEPFAR team as well as other USG agencies implementing PEPFAR funding. Coordinates planning and reporting with other Missions offices and USAID implementing partners. Coordinates information from host government and other donors. Will represent USAID Namibia Budget portfolio to the Embassy Front Office.

- **Time Expected to Reach Full Performance Level**: One year.

V. 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 following factors, and points for each, will be the basis for the evaluation of applications meeting the required minimum qualifications. 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.

1. Education (10 Points)
2. Work Experience (35 points)
3. Job Knowledge (30 points)
4. Skills and Abilities (25 points)

**How the Selection will be made:**

The successful candidate will be selected based upon the following:

- A preliminary review of the applicant’s submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience and English writing fluency requirements are met;
• Assessments to include English writing skills, and Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
• A personal face to face interview or virtual interview; and
• Reference checks.

USAID/Namibia’s Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.

The TEC will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and/or possibly interviews. Based on the results of the tests an applicant may be dropped from the interview list.

Following the interview (Step 3), during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. The TEC Chairperson will conduct and document reference checks (Step 4) and advise the TEC members of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on candidate ranking, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate. Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection. As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/Namibia.

Submitting an Offer:

• All interested and eligible candidates should visit https://na.usembassy.gov/embassy/jobs/ to apply.
• Kindly note that when you apply via cellphone you are not able to complete the required questionnaire. And if you do not complete the required questionnaire for the position, you will automatically be eliminated from further review.
• For an application to be considered complete, please include a high-quality cover letter, explaining why you are qualified for the position and a CV of no more than 4 pages. Failure to comply with these instructions may result in your application being considered “non-responsive” and eliminated from further consideration. Send your application to windhoekhr@usaid.gov by 12:00 midnight (local Windhoek time), Tuesday September 6, 2022. Only short-listed candidates will be contacted
• Offers must be received by the closing date and time specified in Section I.
• To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
• The U.S. Mission in Namibia provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.
• Only short-listed candidates will be contacted. Applicants who do not follow the application instructions may be dropped from further consideration.
Points of Contact:

- Leah Z White, Telephone: (+264) 61 273-729

Applicability:

This position is open to Namibian citizens and Namibian permanent resident permit holders. USAID Southern Africa management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

References:

Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

VI. COMPENSATION

This position will be compensated in accordance with the U.S. Mission for Namibia’s Local Compensation Plan (LCP). The successful candidate’s salary level will be based on prior job-related experience and salary history.

VII. REQUIRED FORMS FOR CCNPS HireS

Once the Contracting Officer 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.

VIII. BENEFITS

The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy.

IX. TAXES

Every CCNPS staff member in the Mission regardless of agency affiliation is required as a condition of employment, to pay their taxes to the Namibian Government.

X. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO CNPSHs

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


2. Contract Cover Page form AID 309-1 available at https://www.usaid.gov/forms will be used for this contract.

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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).