



SOLICITATION NUMBER: 72016722R10006

ISSUANCE DATE: April 27, 2022

CLOSING DATE/TIME: May 13, 2022, at 5:00pm Pristina, Kosovo

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (*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 **Attachment 1, Sections I through V** 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 the preparation and submission of the offers.

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

Sincerely,

Diego Marquez,
Executive Officer/Contracting Officer



ATTACHMENT 1

I. GENERAL INFORMATION

SOLICITATION NO.: 72016722R10006

- 1. ISSUANCE DATE: April 27, 2022**
- 2. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 13, 2022, at 5:00 p.m. Pristina Time**
- 3. POINT OF CONTACT: Human Resources Office, USAID/Kosovo via pristinausaidhr@usaid.gov.**
- 4. POSITION TITLE: Driver (Three positions)**
- 5. MARKET VALUE: FSN-3 equivalent (Euro 12,084 – Euro 16,920 per annum)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Pristina. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE: CCNPSCs are contracts of a continuing nature depending on funds availability and Mission needs.**
- 7. PLACE OF PERFORMANCE: Pristina, Kosovo**
- 8. ELIGIBLE OFFERORS: Open to All Interested CCN (Cooperating Country National) Candidates**

AIDAR, Appendix J, 1. (b) Definitions:

(6) “Cooperating country” means the country in which the employing USAID Mission is located.

(7) “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.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.



9. SECURITY LEVEL REQUIRED: Employment Authorization

10. STATEMENT OF DUTIES:

The incumbent serves as a motor pool driver for the US Embassy in Pristina.

MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME

The incumbent operates motor vehicles 2x4 and 4x4 to transport passengers and cargo. Serves as motor pool driver, driving official vehicles for the officers and other employees of USAID and its official visitors within the city, throughout Kosovo, as well as across international borders. 75%

The incumbent performs messenger and delivery work, including the pick-up and delivery of parcels and other duties of a messenger nature. 15%

Maintains vehicle in clean and serviceable condition and performs minor maintenance of preventive nature. 10%

SUPERVISORY RELATIONSHIP:

Supervision Received: Direct supervision provided by the Motor Pool Supervisor.

Supervision Exercised: None

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Completion of secondary school is required.

Prior Work Experience: Two to three years of professional driving experience required.

Language Proficiency: Level 2 of English. Level 4 Albanian and/or Serbian is required.

Job Knowledge: Must be familiar with local traffic laws and area traffic patterns. Knowledge of simple mechanics is highly desirable.

Skills and Abilities: Must have a local driver's license appropriate to type of vehicle operated. Class B driver's license issued in the Republic of Kosovo required. Class C is desirable but not required. Must have good common sense and ability to react quickly and correctly in emergency situations. Must have sufficient general knowledge of the country and



USG to be able to assist newly arrived personnel and visitors. Must possess an adequate professional and presentable attitude.

Also, per US Federal regulations (14 FAM 433), the minimum age for chauffeurs and incidental operators of official vehicles shall be 25 years of age or older and must have had a driver's license for a minimum of five years.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

In order to be considered for the position, an offeror must meet the Minimum Qualifications listed under Section II.

The successful offeror will be selected based on a review of:

- Offeror's qualifications
- Relevant work experience
- General skills and abilities (communication, interpersonal, etc.)
- Practical driving skills test
- Oral Interview and
- Results of reference checks

The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

Other information regarding position:

Post Entry Training: On the job training

PRESENTING AN OFFER

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2** available at <https://www.usaid.gov/forms> and documents listed below:



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- Cover letter and current résumé/curriculum vitae (CV) limited to two pages each. The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing.
 - Offeror must provide a minimum of three name references within the last ten years from the applicant's professional life, namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references. **Do not send reference letters.**
 - Proof of the required education level (copy of certificate or diploma)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to PristinaRecruitment@usaid.gov
 3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) signed resume/CV (with list of recent references), and (3) signed AID 309-2.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Application packages with incomplete and/or unsigned forms or related documents will not be considered for further processing. The solicitation will be posted at the U.S. Embassy Pristina website at <https://xk.usembassy.gov/embassy/jobs/>

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the successful Offeror will be provided instructions about how to complete and submit forms for onboarding process.

V. BENEFITS/ALLOWANCES

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

BENEFITS:

The Mission participates in the Kosovo Local Social Security System (LSSS) and all eligible Locally Employed Staff are required to participate. The LSSS require contributions by both, the employee and the employer.



The Mission provides medical coverage for employees and their immediate dependents.

ALLOWANCES:

The Mission does not provide any allowances.

VI. TAXES

The U.S. Mission withholds local income tax payments for all employees subject to local taxation laws and transmits the taxes withheld to the Tax Administration of Kosovo on behalf of employees.

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

USAID regulations and policies governing CCN/TCN PSC 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
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
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 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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.



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EQUAL EMPLOYMENT OPPORTUNITY:

USAID PROVIDES EQUAL 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.

SUBJECT TO FUNDS AVAILABILITY