



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011723R10005

ISSUANCE DATE: April 19, 2023

CLOSING DATE/TIME: May 3, 2023 at 11:59 p.m.
Chisinau Time

SUBJECT: Solicitation for a Human Resources Specialist, Cooperating Country National Personal Service Contractor (CCN PSC) under the 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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 1.

Sincerely,

Suzanne Johnson
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72011723R10005
2. **ISSUANCE DATE:** April 19, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 3, 2023 at 11:59 p.m. Chisinau Time
4. **POINT OF CONTACT:** Diana Mihailov at chisinauhr@usaid.gov.
5. **POSITION TITLE:** Human Resources Specialist
6. **MARKET VALUE:** **\$30,298 - \$45,434per year**, equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission to Moldova. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years, estimated to start o/a July 2023.
Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five-year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
8. **PLACE OF PERFORMANCE:** Chisinau, Moldova.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals. "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.
10. **SECURITY LEVEL REQUIRED:** Facility Access or CCN Security Certification issued by the US Embassy Regional Security Office.
11. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID/Moldova Human Resources Specialist is responsible for planning, designing, developing, coordinating and implementing a full range of American and Foreign National personnel services to support the USAID/Moldova programs. The USAID/Moldova Mission currently consists of 36 Cooperating Country Nationals, 10 American employees, and 6 U.S. Personal Services Contractors (USPSC) and is projected to grow to a total of 69 staff members. Services provided include personal services contracting, position classification, recruitment,

hiring and termination, workforce planning, USDH assignment coordination, as well as oversight of Mission systems for evaluation, counseling, liaison, healthcare insurance, retirement benefits, and mediation. The Human Resources Specialist is the Executive Officer's (EXO) principal advisor on personnel policies and issues; s/he serves as the primary point of contact with the Embassy's Human Resources Office on matters pertaining to post-specific regulations and guidelines affecting American and host country employees. The Human Resources Specialist also administers the Mission awards and training programs and ensures Mission compliance with all legal, regulatory, procedural and policy requirements governing personnel management activities. The subject position reports to the Executive Officer.

2. Statement of Duties to be Performed

A. Human Resource Administration (50%)

- Plans, directs, and manages the work of the Human Resources (HR) division, implementing new or revised regulations, manuals, and other directives; researching, analyzing, reviewing, and making recommendations to the EXO on HR policies and programs and advising on their application to the Mission.
- Drafts internal Mission policies and procedures including but not limited to recruitment, awards, training, and performance management, and makes recommendations for updates to current internal policies and procedures to incorporate new guidance and/or to improve the efficiency of processes.
- Provides guidance to all Mission staff on a full range of HR concerns and administrative matters, including terms and conditions of employment, procedures, and requirements for Awards, Performance Evaluation, Allowances, etc.
- Liaises with the Embassy HR Office, receives pertinent information, passes it to the EXO with an analysis of implications to be addressed, and recommends the best way to handle or implement new or revised policies.
- Proactively informs employees of changes in personnel policies and procedures and takes the lead in troubleshooting questions and issues related to personnel policies, pay, entitlements, severance, local labor law, etc. for all employment categories.
- Develops and leads information sessions on HR related subjects for Mission staff.
- Maintains an up-to-date and accurate multipurpose staffing pattern and generates staffing reports as needed.
- Responds directly to USAID/Washington and the Front Office on HR related taskers, including monthly workforce data calls and anticipates regular reporting requirements to ensure timely submission of Mission responses.
- Engages in high level projects and reports such as NSDD-38 Status Reports, Annual Mission Resource Request (MRR) and Rightsizing Reports; Capital Security Cost Sharing (CSCS), the Executive Agency Personnel System (EAPS).
- Assists Executive Management Specialist with USDH Personnel Actions, NSDD-38 submission, and Validation exercises if/when required.

B. Contract Management and Recruitment (25%)

- Supervises implementation of Mission Orders on personnel selection and recruitment.
- Guides Mission staff in the process of establishing new positions and the reclassification of existing positions.
- Serves as the Mission's designated MClass Advisor/Point of Contact (POC) for the Regional Human Resources Support Unit (HRSU).
- Guides and assists supervisors in the preparation/revision of CCNPSC position descriptions (PDs), and USPSC scopes of work (SOWs).
- Reviews position descriptions to assure accuracy, clarity, and completeness and provides assistance and advice to Mission managers and supervisors at all levels, to ensure descriptions reflect current duties and organizational relationships.
- Pursuant to USAID guidance (ADS 309 and AIDAR), determines the position level and market value for USPSCs.
- Possesses and understanding of classification principles and the Job Evaluation Questionnaire to review and monitor all Contributing Country National (CCN) Personal Services Contractor (PSC) position classification requests to ensure their validity and determine their completeness prior to submitting the classification package to the HRSU.
- Advises supervisors and employees of HRSU classification results, and on appeal procedures, if required; ensures that position information is properly recorded; supervises maintenance of Official Position Description files, with original classifications, and assures HR division staff provide copies of classifications to the employee, the supervisor, and the file.
- Prepares USPSC solicitations in USAID's Global Acquisition and Assistance System (GLAAS).
- Receives applications and supervises assessment of applications against SOW requirements: discusses possible trade-offs with selecting official offices when no candidate meets the exact qualifications sought; and assures candidates meet the minimum qualifications set forth by the requesting office.
- Coordinates the designation of technical evaluation committee (TEC) members and manages the selection process for all recruitments.
- Pre-screens applications, administers skills tests, guides the TEC through the selection process and participates in interviews as HR representative/non-voting member.
- Assures that mandatory preemployment actions for USPSCs and CCNPSCs are completed, such as references, security clearances, medical examinations, etc.
- Negotiates USPSC, TCNPSC, and CCNPSC contracts, sharing responsibility for contract negotiations in accordance with guidance provided by the EXO, appropriate USAID regulations, and/or the Mission compensation plan.
- Supervises preparation of Offer Letters and Memoranda of Negotiation and ensures that all appropriate contract documentation is completed and filed in the individual contract file.
- Prepares CCN Personal Service Contracts, using OAA's (Office of Acquisition and Assistance) CCNPSC award templates in accordance with ADS 309, and prepares USPSC awards, modifications, and close-outs in GLAAS (Global Acquisition and Assistance System).
- Maintains complete award files in ASIST (Agency Secure Image & Storage Tracking).
- Enters all CCNPSC personnel files in separate cabinets in ASIST, linking the folders with their CCNPSC contract file.

- Maintains a tracking system of personnel and contract actions, to ensure incremental funding, renewals, amendments, and personnel actions are processed properly and in a timely manner.
- Processes all CCNPSC personnel actions and complete in OPS (Overseas Personnel System) and submit to CGFS/LE Pay Staff Payroll to maintain data integrity as it pertains to OPS personnel records.
- Ensures the Overseas Personnel System (OPS) is updated regularly.

C. Performance Management, Training, Awards and Other Personnel Duties (25%)

- Coordinates the onboarding and orientation of new and transferring staff.
- Coordinates arrival and departure activities for offshore employees; prepares arrival and departure notice cables and reports these activities in HCTM Launchpad.
- Monitors and facilitates, as necessary, USDH personnel actions managed by USAID/Washington.
- Provides management assistance to the/EXO and Travel and Transportation Assistant on issues affecting USDH, TCNPSC, and USPSC benefits and allowances at Post, such as shipment of HHE, UAB, Vacation Leave, etc.; and advises employees on travel and allowance entitlements, such as Education Travel, R&R, separate maintenance allowance, etc.
- Provides guidance, advice, and assistance to employees on personnel matters, local social security benefits, retirement, recruitment, appointment/hiring/firing, leave, or other personnel matters of concern to employees in the Mission; and provides advice to the EXO on local labor practices and law.
- Tracks evaluation requirements for USPSC personnel.
- Manages and serves as the principal POC for, the Merit Based Compensation (MBC) Program.
- Provides briefing and updates on MBC to all staff, guides supervisors and employees with completing AWP (Annual Work Plans), MYDs (Mid-Year Discussions), and final EPRs (Employee Performance Reports), per MBC policy guidelines.
- Proposes performance pools composition to the EXO and CR for approval.
- Briefs the Pool Supervisor on EOY (End of Year) concerning review and approval of scores.
- Tracks relevant personnel data and calculates and finalizes MBC reward payments in accordance with the approved MBC methodology.
- Assures compliance with performance management evaluation procedures, and related appraisal committees, and documentation of work objective requirements.
- Assists staff and provides guidance regarding personnel related problems, and what might be the best course of action for the requester.
- Serves as the mission Training Coordinator and advises regarding the on-the-job and job-related off-site training plans, including specific courses or orientation training at USAID/Washington or at other Missions.
- Prepares Mission Training Plan by Fiscal Year, compiles recommended training plans from all offices into a final package for submission to the Mission Director for final approval.
- Coordinates processing of training applications, including the Mission's language training programs.
- Administers the Mission Awards programs for USAID managed awards, and coordinates

USAID inputs to the Embassy awards program.

- Supervises the administration of the Mission incentive awards program, including Cash Awards, Meritorious Step Increases, Safe Driving Awards, and Length of Service Certificates.
- Drafts memoranda to all employees providing awards information and deadlines for submission; collects award nominations; reviews nominations with the S/EXO; and provides nominations to the Interagency Awards Committee.
- Advises supervisors and employees on awards policy.
- Reviews and ensures the narratives are commensurate with level of proposed category of award and award amount.
- Assures that nominations submitted to USAID/Washington are provided in the correct format and submitted to the proper Washington contact.
- Submits awards to the appropriate payroll office and ensures the preparation of contract modifications once awards are approved.
- Supervises the Human Resource Assistant.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent will directly report to the Executive Officer, or designee. The incumbent will exercise independent judgment in planning and carryout tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. The incumbent keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from a standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

4. Supervisory Controls

The incumbent supervises one Human Resource Assistant.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** Minimum of University degree with curriculum including but not limited to subjects such as human resources, personnel administration, public/business administration, financial management, or a field related to administrative management is required.
- b) **Prior Work Experience:** Minimum five years of increasingly responsible experience in the field of personnel management and human resource development and administrative

management is required.

- c) **Language Proficiency:** Level IV English, Level IV Romanian languages speaking/reading capability is required.

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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

To meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Moldova, or a non-cooperating country citizen lawfully admitted for permanent residence and work in Moldova;
- Submit a complete application (Offer) as outlined in the Section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be invited to take an English proficiency test. Offerors who achieve Level IV (Fluent) proficiency will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated based on information presented in the application, skills test (when used), interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below.

English Proficiency Test PASS/FAIL

Application Review 15 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

Job Knowledge

The incumbent must have excellent knowledge of personnel policies and a general understanding of USG contracting policies as they relate to personal services contracts. The incumbent must have a thorough understanding of Moldovan labor law and prevailing employment practices, as well as have basic knowledge of other countries labor laws.

Skills and Abilities

Excellent managerial, analytical and communication skills are required. Ability to lead, train and supervise. Ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas, proven ability to identify problems and develop creative solutions. Good interpersonal skills and ability to maintain effective working relationships with employees and their supervisors. Proficiency in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Gmail, and other USG software programs is required. Must be tactful and effective in explaining procedures and requirements in dealing with Mission staff and outside contacts, and be able to follow detailed regulations, manuals, and directives. Must be customer service oriented.

Technical Skills 25 points

A skills test will be administered to assess the candidates' related job knowledge and skills.

Interview Performance 60 points

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills in regards to the requirements and functional role of the position. There will be at least one question regarding DEIA concepts.

Total Possible Points: 100 points

Reference Check PASS/FAIL

A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; e.g., not a single critical comment.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.
 - a. **Completed AID 309-2 form** (Offeror Information For Personal Services Contracts With Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2>

Offerors must complete the AID 309-2 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (AID 309-2) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

- b. A **cover letter** of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.
 - c. A **CV** or **standard resume** of no more than 4 pages.
 - d. Names of **three professional references**, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.
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 submission must clearly reference the Solicitation number on all offeror submitted documents.

Offerors who do not include all above required documents in their offer submission will not be considered for this position. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Questionnaire for Employment Authorization (U.S. Embassy Moldova form)

- b. Authorization for Release of Information (U.S. Embassy Moldova form)
- c. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

- 2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. BENEFITS AND ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

Health Insurance coverage
Defined Contribution Fund at 12%

2. ALLOWANCES (as applicable):

The Mission provides meal allowance in accordance with the Moldova Local Compensation Plan in amount of \$770.

VI. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission withholds year-end local income tax payments.

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

USAID regulations and policies governing **CCNPSC and TCNPSC** 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/ads/policy/300/aidar>

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)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor —

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.