



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 720-121-23-R-10013

ISSUANCE DATE: May 25, 2023

CLOSING DATE/TIME: June 08, 2023 at 11:59 p.m. Kyiv Time

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 Personal Service Contract (PSC), 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 kvivvacancies@usaid.gov.

Sincerely,

/s/

Carter Saunders, CPA
Contracting Officer

Solicitations open to: Ukrainian Nationals (Residency/Ukrainian Work Permit)

Solicitation No.: 720-121-23-R-10013

Position Title: Supervisory Human Resources Specialist

Issuance date: May 25, 2023

Closing date and time: June 08, 2023 at 11:59 p.m. Kyiv Time

Work hours: 40 hours (Full time)

Position Grade: FSN-12

Market Value: **Basic Annual Rate (in U.S. Dollars): \$53,055-68,966** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ukraine. Final compensation will be negotiated within the listed market value.

Place of Performance: Kyiv, Ukraine

Period of Performance: Five (5) years contract with the possibility of extension

Security Level Required: Facility Access

STATEMENT OF DUTIES:

The Supervisory Human Resources Specialist (S/HRS) position is located in the USAID Ukraine's Executive Office (EXO) and reports to the Supervisory Executive Officer (S/EXO). S/he is responsible for senior-level advice and oversight of all HR-related actions for U.S. Direct Hire (USDH), U.S. Personal Services Contract (USPSC), and Cooperating Country National Personal Services Contract (CCNPSC) personnel in the USAID/Ukraine Mission. As a senior staff member, the incumbent serves as the principal advisor to provide senior-level HR advice and technical guidance to Mission Management on personnel policies (assignments, immunities and privileges, contracts, conduct, disciplinary actions, local labor law) and strategy. The incumbent represents USAID with Embassy counterparts and advocates for equity on post-specific regulations and guidelines affecting American and host country employees. The incumbent takes a leadership role in planning, developing and implementing all personnel-related activities in support of Mission operations. The incumbent independently performs a wide range of HR functions including workforce planning and contract management, and s/he directs personnel administration of USDHs, USPSCs, and CCNs, including classification, recruitment, performance evaluations, and employee allowances and benefits; administration and records maintenance; reporting on personnel data; and training and incentive awards. The incumbent remains abreast of prevailing wage practices in the host country and labor legislation, and ensures alignment with the Mission's Local Compensation Plan. The incumbent performs analyses on unique personnel issues, researches regulations to draw conclusions, explores alternatives to meet complex situations and presents findings and opinion to the S/EXO for final decision. The incumbent provides support and guidance on staff morale, works closely with the Equal Employment Opportunity (EEO) Counselor to advise on critical matters, and supports efforts to maintain and attract a diverse workforce.

The incumbent leads the Ukraine/HR team, which consists of four CCNs and two Institutional Support Contractors (ISCs). As a senior member of the Regional EXO, the incumbent may be asked to perform as Acting Deputy Executive Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervision and Strategic HR Support : The incumbent provides supervision and oversight to the EXO HR team (4 CCNs and 2 ISCs) who provide the full range of HR services to all categories of staff in USAID/Ukraine and Belarus Regional Mission. The incumbent directly supervises one HR Specialist, two HR Assistants, and 2 ISCs. This includes responsibility for delegating and reviewing work assignments, evaluating employee performance, providing technical guidance on policy and procedural issues, facilitating employee training as appropriate, and overall management responsibility for operations in the Human Resources Team. The incumbent stays abreast of all HR policies, practices, and procedures. It is anticipated that the S/HRS will provide a detailed review of all documents produced by HR staff members for completeness and accuracy ensuring the document is 100% ready for the S/EXO's approval and signature. The S/HRS will provide backup to EXO/HR team members when needed.

CCNPSC Administration: As the supervisor of the HR Specialist responsible for CCNPSC position classification, and personnel recruitment and administration, the incumbent provides a high-level, final review of CCN position descriptions (PDs) to ensure classification guidelines and classification (MCLASS) requirements for position series, title, and grade level are followed; accuracy and clarity of duties; and PDs properly reflect organizational relationships. S/he reviews all supporting documentation, such as the Job Description Help Sheet (JDHS) and resolves concerns raised. The incumbent leads strategic level conversations with the Mission's Front Office, Office Directors, supervisors, and employees when differences of opinion arise and as needed conducts desk and supervisory audits.

The incumbent oversees the recruitment and acquisition process for CCNPSC positions. This includes the oversight and management of the entire recruitment procurement process to ensure contracting rules and applicable regulations are followed from solicitation, to selection, to contract closeout. The incumbent provides timely and sound-judgment advice to the Technical Evaluation Committee and the S/EXO to ensure the effectiveness, efficiency and compliance with USG regulations. The incumbent provides a final high-level review of all necessary correspondence required under the recruitment/hiring process (advertisements, vacancy notices, notifications to candidates, offers, negotiation memorandum, contracts) and provides clearance for signature by the S/EXO. The incumbent oversees the formulation of contract budgets, ensures contracts are funded, and leads the year-end efforts to incremental fund and forward-fund contracts. The incumbent ensures contracts are closed out in a timely manner so unused funds can be reprogrammed appropriately. The incumbent conducts periodic review of files by reconciling Personnel File Checklist with documentation in the contract file. The incumbent justifies and processes unique requests and advocates for approval with the Embassy HRO team, such as double encumbering positions and extensions of mandatory retirement date for CCN staff.

The incumbent leads the analysis and improvement of Mission HR practices to streamline procedures and reduce approvals and timelines. The incumbent makes recommendations to policy changes, and his/her recommendations are considered authoritative. The incumbent learns and implements advanced HR tools, such as the Recruitment Application.

American (USDH) Personnel Administration: The incumbent supervises the HR Specialist who is the main Point of Contact for USDH, and USPSCs, and is responsible for the wide range of HR activities. The incumbent is responsible for proactively managing and resolving issues that arise. The incumbent is responsible for the accuracy of the Foreign Service Officer (FSO) USDH position information placed on the bid board and validated during Assignment Cycles, such as vacancy date, grade of position, and back stop designation. The incumbent is responsible for tracking senior management positions and overseeing announcements in accordance with the Agency assignment schedule. As a senior HR professional, the incumbent advises senior management on FSO selection processes and ensures selection and non-selection justifications in LaunchPad meet Agency rules. The incumbent ensures Exception Committee approvals are reflected in Agency staffing patterns,

e.g., rotation/transfer dates, and working directly with Human Capital and Talent Management (HCTM) resolves discrepancies. The incumbent is responsible for ensuring staff respond to Agency requests and deadlines, such as Tenure Evaluation Forms from untenured employees.

The incumbent provides leadership to staff in transition. The incumbent coordinates with all concerned parties and provides guidance to staff in transition to ensure smooth arrivals and departure for all hiring mechanisms. This includes review of information packets for accuracy; support for visa and diplomatic passport processing; guidance on required forms and accounts; and on-board briefings and training. The incumbent oversees the notification of all arriving and departing USDH, USPSCs, and ensures all personnel databases are updated. The incumbent provides career counseling on matters which pertain to their employment.

As a senior, experienced HR professional, the incumbent advises on record storage formats that promote easy retrieval of data while protecting personal information. The incumbent ensures data maintained in various databases supporting HR information is accurate. The incumbent manages USAID's participation in the Seasonal Hire Program.

Training: The incumbent manages the Mission's training program. The incumbent provides guidance to ensure senior management is provided detailed training analysis necessary to make thoughtful and fiscally responsible training decisions. The incumbent develops and conducts in-house training programs, including USAID orientation for new employees on USAID personnel policies and procedures, or other workshops/training sessions on various personnel issues. The incumbent is responsible for the professional development of HR staff.

Awards: The incumbent manages the Mission Awards Program. The incumbent stays abreast of available awards and provides guidance to nominators on award criteria, thereby ensuring committee approval. When disagreements arise, the incumbent is responsible to intervene, manage, and resolve. To promote fairness, the incumbent will spot-check awards for eligibility and equity.

Workforce planning, Position Management: In consultation with the S/EXO, the incumbent leads workforce analysis, meets with Office Directors, and provides senior workforce planning advice to inform programmatic and operational management decisions. The incumbent performs reviews and analyses on specific and specialized personnel functions, researches regulations to draw logical conclusions, explores alternatives to meet complex situations, and presents recommendations to inform final management action. The incumbent provides recommendations to management that inform vital discussions on staff needs and projected growth (including in zero based budget exercises); job analysis and responsibilities allocation per existing position descriptions (PDs); and position/office restructuring needs to reflect changing Mission objectives and priorities. The incumbent guides Mission management in establishing new expatriate positions and oversees the entire process. The incumbent oversees the establishment and recruitment of CCNPSCs. The incumbent serves as the senior and primary resource in coordinating with the Embassy and USAID/Washington in the preparation of various crucial reports such as Mission Workforce Planning for the Annual Review Process requested by Washington; Rightsizing Exercise for Mission Staffing levels; Annual Fair Act Inventory Report requested by Washington; and others. The incumbent oversees the accuracy, preparation, and issuance of other periodic staffing reports requested by the Mission Front Office, and US Embassy. The incumbent ensures timely and accurate updates to USAID Staffing Patterns. The incumbent provides input to the Annual Local Compensation Questionnaire requested by the Embassy.

The incumbent anticipates data that senior management needs for decision making, such as retention rates and reasons for resignations, or USDH vacancy rates. The incumbent designs systems to capture anticipated data needs and oversees the development of analytical reports for senior management, or proposes incentives or remedies to reverse unwanted trends.

Performance Management and Workplace Morale: The incumbent serves as a principal advisor on CCN performance evaluation reports and the Merit Based Compensation (MBC) personnel evaluation system. The incumbent oversees implementation of MBC to ensure smooth and timely rollout in accordance with the Embassy schedule. This includes critical planning, announcements to the Mission, training (class-room training; briefings; individual counseling), guiding and reviewing annual work plans (AWP) development, mid-year and end-of-year discussion and rating. The incumbent will be responsible for setting up MBC pools and reward calculation and will lead appeal processes and arbitration where/if disagreements occur. The incumbent monitors the receipt of CCNs and USPSCs evaluations and ensures that all evaluations are completed in a timely manner. In coordination with the S/EXO, oversees American Officer's performance evaluation processes.

The incumbent provides counseling and guidance to the Mission staff on a wide range of personnel issues dealing with morale, performance improvement plan, interoffice conflicts, workload concerns, communication issues, and more. This includes making known available and appropriate resources by utilizing existing programs and legal mechanisms such as the EEO Program and the Embassy's Diversity and Inclusion Council. The incumbent supports all efforts for employee morale-building and other retention and incentive-building activities; attracts, maintains, and effectively manages a diverse workforce committed to principles of fairness and inclusion.

Personnel Policy Administration: The incumbent stays abreast of all new policies and pertinent USG regulations and how they apply to USAID personnel administration. The incumbent develops and/or manages the updates to all appropriate Mission Orders and standard operating procedures pertaining to HR management including Hiring/Recruitment, Training, personnel administration, and other key HR services to ensure the compliance with the latest USG and USAID regulations. The incumbent serves as the Subject Matter Expert (SME) and primary HR contact for policy and procedural advice for Mission personnel administration. The incumbent interprets regulations and policies and keeps employees informed of all matters affecting assignments, leave and retirement policies; and entitlements, benefits and allowances. The incumbent serves as an institutional HR memory concerning past practice, precedent, and political sensitivities. The incumbent serves as the resident expert on the local labor law and any regulations pertaining to personnel including compensation and benefit and employment relation (allowances, disciplinary, grievances, appeal, all types of paid and unpaid leaves, separation/resignation, retirement). The incumbent is the primary point of contact with the Department of State, Embassy Ukraine Human Resources Office (HRO), establishes and maintains close working relationships with the HRO and liaises on HR matters of interagency importance and impact (compensation plan and benefit, employment relation).

The incumbent participates on advisory and other Mission committees relative to human resources management concerns. The incumbent maintains resource files on USDH and USPSC benefits, allowances, and other entitlements and disseminates this information to staff as received. The incumbent is required to make recommendations to the S/EXO, the Senior Management Team (SMT), and other senior officials relative to Agency policy, procedures, and remedies/actions for implementation of personnel management requirements.

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.

Supervisory Relationship: The incumbent reports directly to the Supervisory Executive Officer. In the absence of the direct supervisor, the incumbent reports to the designated official under that capacity.

Supervisory Controls: Supervises five (5) staff - one (1) HR Specialist, two (2) HR Assistants, and two (2) Institutional Support Contractors (ISCs). The incumbent is responsible for assigning work, reviewing and approving results, monitoring and evaluating performance.

Physical Demand: The work requested does not involve undue physical demand.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Master's degree in human resources management, business administration, industrial psychology or related field of study is required.

Work Experience: A minimum of ten (10) years of demonstrated progressively responsible direct experience in Human Resources, Personnel Administration, or equivalent with an organization with at least five (5) years in a supervisory capacity is required.

Language Proficiency: Level IV (fluent) in English and Ukrainian language proficiency (speak/read/write) is required.

Job Knowledge: Extensive working knowledge and practical understanding of the basic relationships of personnel management functions, theories and concepts including a comprehensive knowledge of host country labor laws.

Skills and Abilities: Excellent leadership, management, and supervisory skills are required. Must be able to provide training and guidance to responsible staff in personnel administration, policy and procedures. Must possess strong negotiating skills and techniques concerning salary administration. Must show demonstrated ability to provide sound advice and persuade staff to follow recommendations on specific personnel issues. Analytical ability and skills in preparing analysis and evaluation reports required. Strong interpersonal skills are a must and ability to relate well to all levels within the mission and with the respective Embassies.

EVALUATION AND SELECTION FACTORS:

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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.

Selection Process and Basis of Evaluation: Offerors who clearly meet the minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents and ranked based on assigned points and selection factors below. A competitive range may be established of the highest-ranked offerors. Minimally qualified candidates or those in the competitive range, should one be established, may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror based on the below factors. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for

the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

40 points – Knowledge: Extensive working knowledge and practical understanding of the basic relationships of personnel management functions, theories and concepts including a comprehensive knowledge of host country labor laws.

60 points – Skills and Abilities: Excellent leadership, management, and supervisory skills are required. Must be able to provide training and guidance to responsible staff in personnel administration, policy and procedures. Must possess strong negotiating skills and techniques concerning salary administration. Must show demonstrated ability to provide sound advice and persuade staff to follow recommendations on specific personnel issues. Analytical ability and skills in preparing analysis and evaluation reports required. Strong interpersonal skills are a must and ability to relate well to all levels within the mission and with the respective Embassies.

TOTAL POSSIBLE POINTS: 100 points

HOW TO APPLY:

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to kyivvacancies@usaid.gov with **Subject line: Supervisory Human Resources Specialist (720-121-23-R-10013)**.

ANY/ALL application submissions received after the closing date will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover Letter:** A memo or email that outlines how your qualifications and experience meet the selection criteria.
- 2. Application for Employment (DS-174):** The form can be downloaded from this link <https://eforms.state.gov/Forms/ds174.pdf>. Offerors must thoroughly complete the DS-174 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. **AND;**
- 3. Current Resume/Curriculum Vitae (CV):** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- ∅ This vacancy is open to Ukrainian Nationals (Residency/Ukrainian Work Permit Required).
- ∅ Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- ∅ No in-person appointments or telephone calls will be entertained.
- ∅ Offerors who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.

- ∅ Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents (passport, proof of residency or work permit) as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- ∅ The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

BENEFITS

- A. Health and Life Insurance coverage: Provided under the Compensation Plan.
- B. Defined Contribution Plan: Upon separation, a lump sum benefit equal to 12% of the basic salary earned for the duration worked under the appointment.

ALLOWANCES (as applicable)

- A. Meal Allowances: The annual amount is \$853 for employees working on a full-time basis.
- B. Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.
- C. Unique Conditions of Work Allowances/ Benefits: 10% of Basic Rate Additional information may be provided to the selected offeror at the time of the salary offer.

TAXES:

Taxes apply and are deductible as per the Ukrainian government regulations.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing **CCN and 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>. 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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
------	---	---	-----	--------	--

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>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08): Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/sites/default/files/documents/AAPD-20-08.pdf>

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>

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>.

EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The U.S. Mission in Ukraine provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Ukraine also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

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.

END OF SOLICITATION