



USAID | **KOSOVO**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72016724R10001

ISSUANCE DATE: October 31, 2023

CLOSING DATE/TIME: November 15, 2023, 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.

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

This solicitation in no way obligates USAID to award a personal services 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,

Chad Berkowitz
Contracting Officer

U.S. Agency for International Development
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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72016724R00001

2. ISSUANCE DATE: October 31, 2023

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 15, 2023, at 5:00 p.m.
Pristina Time

4. POINT OF CONTACT: Human Resources Office, USAID/Kosovo via
pristinausaidhr@usaid.gov

5. POSITION TITLE: Procurement Agent

6. MARKET VALUE: FSN-9 equivalent (Euro 28,296.00 – Euro 39,621.00 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.

7. PERIOD OF PERFORMANCE: CCNPSCs are contracts of a continuing nature depending on funds availability and Mission needs.

8. PLACE OF PERFORMANCE: Pristina, Kosovo

9. ELIGIBLE OFFERORS: Open to All Interested CCN (Cooperating Country National) Candidates AIDAR, Appendix J, 1. (b) Definitions:

- i. “Cooperating country” means the country in which the employing USAID Mission is located.
- ii. “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.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES:

This is a mixed position covering both procurement and budget support to the Executive Officer. The incumbent will work under the supervision of the Supervisory Executive Officer or his/her designee. The incumbent will have procurement related duties which shall include but are not limited to: programmatic procurements of consultants, operational (OE) administrative procurement and expendable and non-expendable commodities of both goods and services, locally and internationally. The incumbent will also support the Executive Officer on OE budget tracking and special projects.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

Procurement

80%

The incumbent is a subject matter specialist who serves as procurement specialist in all aspects of administrative procurement. Incumbent is responsible for managing USAID/Kosovo Procurement activities and provide advice to Mission staff on U.S Government procurement regulations and mechanisms. The incumbent shall work closely with the Regional Executive Officer and other members of the Executive Office staff to help develop sound budgets and work plans (including procurement plans). The incumbent shall be an authoritative source of information on U.S. Government acquisition regulations, competition requirements, requests for proposals, development of scopes of work, management of bidder's conferences, justifications for "Other than Full and Open Competition", contracts, Task Order, Purchase Orders and modifications, requisitioning sources and procedures, contract modifications, Task orders and their modifications, Government credit card purchases, offshore vs. local procurement alternatives, contract close- out procedures of these actions and required annual reporting requirements. This duty will necessarily require the maintenance of complete procurement files and the maintenance of the procurement order tracking system.

In accordance with USAID's procurement plan, Incumbent is responsible for preparation of contractual documents and supporting paperwork for full range of Operating expense (OE) and Program Development and Oversight procurement of commodities and technical service procurements S/he participates in active contract negotiations and prepares technical documentation for contracts, performs and substantiates cost analysis and price analysis; requests cost proposals, assists program office staff and directors in preparation of and reviews action memos, justifications for sole source and budget proposals. Incumbent prepares the negotiation memorandum fully justifying the decisions made by the Executive Officer, documenting all points of negotiation, compromises reached, rationale for contract award and detailed determinations and findings in support of the assertion that the final contract is fair and reasonable. Works closely with the Controller to resolve legal or financial issues related to the contract portfolio. Incumbent works closely with the Financial Management Office (FMO) to obtain reports of Missions unliquidated obligations. S/he reviews, validates and de-obligates Agency's unliquidated obligations (ULO's) by priority.

Incumbent shall work with Contracting Officer on negotiating and/or participating in negotiations and contract terminations, if warranted between the bidder and Contracting Officer. S/he shall follow up procurement requests with vendors to ensure that PO's/contracts and Task orders have been accepted and to verify that the terms of the contracts are being met. S/he shall prepare responses to questions on specifications; payment status, etc. received from vendors and operate the Procurement Plan/Tracking System.

Incumbent Conducts past performance surveys for contractors and checks vendors in SAM. Reviews responses and prepares summaries and analyses, including recommendation to the Executive Officer as to the best offer, considering price bidder's capability and reputation, and similar factors. Incumbent is responsible for the Mission's purchase card program, including one for the EXO Officer with a transaction limit of \$250,000.

Budget

20%

The incumbent functions as an advisor to the USDH Executive Officer (EXO) USAID/Kosovo on OE budget issues. The incumbent reports to the EXO and directly supports the EXO on a range of special projects in the realm of procurement policies and procedures, and project and program support as assigned by the Supervisory EXO or his/her designee. Conducts management analyses and studies as required to recommend and potentially implement improvements in procurement processes and procedures. Ensures that mission procedures comply with USAID Regulations and USG statutory requirements. Technical and Program Support: participates in assisting/observing the formulation of Mission policies on program development, implementation and evaluation; assists EXO in reviews of Mission Program Development and Oversight allocations and requirements and participates in the design of the administrative/logistical component of activities.

Assists in developing operating expense support budgets and monitors obligation of OE and OE supplemental funds in coordination with EXO and FMO, advises the Program and Project Development Office in the Program Development and Oversight objective budget.

SUPERVISORY RELATIONSHIP:

Supervision Received: Receives direct supervision from the Supervisory Executive Officer. Work is monitored upon completion for accuracy before approval and signature.

Supervision Exercised: This is a non-supervisory position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** A Bachelor Degree in business administration, business management, procurement, or similar related fields such as public administration/policy, international development or economics is required.

b. **Prior Work Experience:** A minimum of three years of experience in procurement and professional administrative area, acquisition and/or assistance, development assistance, of which two years in the procurement field is required.

c. **Language Proficiency:** Level 4 (fluent) of English, Level 4 (fluent) of Albanian and/or Serbian language is required.

d. **Job Knowledge:** Thorough knowledge of standard office management procedures and practices. Thorough knowledge of the requirements and procedures for preparing various sophisticated reports, correspondence, and documents, as well as the organization and maintenance of procurement records and supporting documentation. With respect to procurement, the incumbent should have a strong working knowledge of procurement regulations and procedures. Must also have an excellent knowledge and ability to negotiate with international and local consultants, vendors, businesses, and service providers. The incumbent must be able to conduct market research and identify sources in the local and international market for fulfilling United States Government requirements in the context of procurements and federal government contracting. The incumbent must have a thorough understanding of business practices, cost and pricing, and available suppliers and service providers. The incumbent must be able to effectively utilize various sources under United States Government federal contracting processes inclusive of the General Services Administration (GSA) Schedule known as Federal Supply Schedule and Multiple Award Schedule (MAS). The incumbent must be able to abide by Small and Disadvantaged Business utilization requirements under United States Government federal government contracting and respect Buy American Act requirements.

Upon employment, the incumbent must gain knowledge of a highly technical body of United States Government (USG) and Kosovo legal requirements and USAID and USG regulations, procedures, policies, and practices relevant to administrative management, budget and fiscal administration, travel, information technical management (IT) and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (as and when required) guidance to Executive Office personnel.

e. **Skills and Abilities:** The incumbent is required to have excellent, analytical, and interpersonal skills, tact, and diplomacy and have the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight, a strong focus towards attention to detail. Ability to apply and interpret regulations to current situations. The ability to maintain strict confidentiality relating to all areas of USAID/Kosovo procurement matters is absolutely required. Must have the ability to tactfully and efficiently work with American officers and Cooperating Country Nationals so that the Executive Office provides the best administrative support services.

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>.

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 knowledge skills test
- Oral Interview and
- Results of reference checks

The technical evaluation committee 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: The incumbent will be provided with formal and/or on-the-job training to keep abreast of changes in the ADS, FAR, CFR and Mission/Office operating and administrative procedures.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
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 submissions must clearly reference the Solicitation number on all offeror submitted documents.

Interested Offerors must submit all the materials required by the solicitation, which includes but is not limited to:

- ❖ 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. Include at least one (1) former/current supervisor and at least one (1) former/current direct report. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. USAID/Kosovo reserves the right to obtain from previous employers, colleagues or others relevant information concerning the applicant's past performance and may consider such information in its evaluation. **Do not send reference letters.**
- ❖ Proof of the required education level (copy of certificate or diploma).
- ❖ **A completed and signed federal form AID 309-2.** Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 309-2. Please note that **incomplete and/or unsigned applications will NOT be considered.** (Forms can be downloaded from: www.usaid.gov/forms/).

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.

Complete applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to PristinaRecruitment@usaid.gov

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

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/>.

V. 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 the onboarding process.

VI. 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 requires 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.

VII. 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.

VIII. 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/ads/policy/300/aidar>

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>

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 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.

6. FAR Provisions Incorporated by Reference

The following FAR clauses are hereby incorporated by reference in accordance with FAR 52.252-2, "Clauses Incorporated by Reference." The full text of each clause may be accessed at: <https://www.acquisition.gov/far/index.html>

NUMBER	TITLE	DATE
52.203-7	ANTI-BACK PROCEDURES	JUNE 2020
52.203-7	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	OCT 2010
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.215-2	AUDIT AND RECORDS – NEGOTIATIONS	JUN 2020
52.222-50	COMBATING TRAFFICKING IN PERSONS ALT.I IF CONTRACT WILL BE PERFORMED OUTSIDE THE U.S.	JAN 2019
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN 2008
52.232-17	INTEREST	MAY 2014
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	MAY 2014
52.237-2	PROTECTION OF GOVERNMENT BUILDING EQUIPMENT AND VEGETATION	APR 1984
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.246-5	INSPECTION OF SERVICES -COST REIMBURSEMENT	APR 1984
52.246-25	LIMITATIONS OF LIABILITY – SERVICES	FEB 1987
52.252-2	CLAUSES INCORPORATED BY REFERENCE	FEB 1998
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	MAR 2000

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

[END OF SOLICITATION]