



**SOLICITATION NUMBER:** V02/2024  
**ISSUANCE DATE:** March 24, 2024  
**CLOSING DATE/TIME:** Friday, April 5, 2024/4:00 p.m.

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Human Resources Specialist**

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 the **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,

Natalya Komarova  
**Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** V02/2024
2. **ISSUANCE DATE:** March 24, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** Friday, April 5, 2024, at 4:00pm
4. **POINT OF CONTACT:** Althea Jones-Nelson, e-mail at [jmjobs@usaid.gov](mailto:jmjobs@usaid.gov)
5. **POSITION TITLE:** Human Resources Specialist
6. **MARKET VALUE:** JM\$4,962,820 - JM\$7,390,228 equivalent to FSN-10.  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of **USAID/Jamaica**. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Contract of 5 years\_estimated to start o/a June 2, 2024.
8. **PLACE OF PERFORMANCE:** Kingston, Jamaica with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to all interested CCN (Cooperating Country National).  
Cooperating Country Nationals (CCN) as defined in AIDAR Appendix J, Section (1) (7) means an individual who is a cooperating country citizen. **Non-Jamaican applicants must possess legal residence within the country and a work permit.**
10. **SECURITY LEVEL REQUIRED:** Non-sensitive, Local Security Certification or Public Trust

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract**

The Human Resources (HR) Specialist is responsible for the recruitment, contract management, position management, and hiring process for Locally Employed Staff. S/He will monitor all Cooperating Country National Personal Services Contracts (CCNPSCs), track expiration dates, and prepare modifications and new contracts to replace expiring ones. The job holder coordinates and engages with the American Embassy/HR staff in areas related to USAID Locally Employed Staff not covered under ICASS.

The job holder actively engages in HR functions related to US Direct Hires (USDHs) including preparation of Arrival, Welcome, and Departure cables, Allowances, etc., and works closely with other HR Specialists and Assistants in the Regional Executive Office in the Dominican Republic on matters relating to USDHs, US Personal Services Contractors (USPSCs) and Third Country National Personal Services Contractors (TCNPSCs).

The HR Specialist will be the Point of Contact (POC) for the Agency Awards program, Mission on The Spot Awards, and the Embassy Awards program, classification/reclassification package preparations. S/He will maintain all staffing platforms and manage the local employees' performance management process.

The job holder works closely with the Executive Officer and the Regional EXO Office in the Dominican Republic and is the backup to the Supervisory Executive Specialist in Jamaica.

## **2. Statement of Duties to be Performed.**

### **Personnel Administration (30%)**

#### **1. USDH Staff:**

- Once the Mission has received assignment notifications (cable) on selected new USDH employees, prepare and forward a welcome message (cable) to the new employee. Job holder should also send the Arrival Notice Form to be completed by the incoming USDH in preparation for the Arrival Cable which is sent out upon arrival of the new USDH to post. The job holder will submit arrival confirmation in Launch Pad upon the USDH arrival at post, and liaise with the Embassy/HR to ensure that all appropriate information is sent to them. Prepares the Diplomatic Title request and completes and sends for processing the security clearance verification form to USAID-SEC.
- Works with the USAID Representative on the Housing Board to ensure that the housing pool is notified of new employee(s) assignment to post and their estimated arrival date (ETA), including all relevant information necessary for housing assignment, such as size of family and any other pertinent information. Works with Embassy/HR to ensure that each new arriving USDH has a social sponsor and that all is in place and their residence is ready to receive them (such as welcome kit), etc.
- Job holder should work closely with the OE Accountant and the Supervisory Executive Specialist, regarding the funding of residential lease(s) – whether long-term for permanent housing or short-term for temporary housing/quarters/accommodations. Always ensure that an obligation is in place prior to the occupancy date. (Please note that if the assigned residence will not be ready for occupancy upon arrival, then funding will need to be put in place to cover short-term accommodation).
- In conjunction with the accountant, works with the incoming USDH making sure that an SF-1190 has been executed to cover all anticipated expenses – such as Temporary Quarters Allowance and pre-departure expenses before arrival at Post, Post Differential, COLA, Foreign Transfer Allowance, and Education Allowance, if applicable. Works with Embassy/HR to ensure that a schedule is set up to allow incoming USDH to receive all the relevant briefing/orientations. The job holder will meet with USDH to explain services provided by the Mission, US Embassy/HR, and the

EXO Office in the Regional Service Center, and will also introduce the new employee to the USAID staff.

- Keep track of the USDH-entitlement travel such as: PCS travel, Home Leave and R&R. Prepares arrival and departure cables for Home Leave Return to post travel, arrival date to post, departure dates from post, FACTs training dates.

## 2. FSN/USPSC/TCN:

- **Position Management:** The job holder is responsible for carrying out the Mission FSN position management, being the designated Point of Contact (**Mission POC**), acting as HR Advisor for position management and classification purposes. As Mission POC, the job holder will be the main liaison between the Human Resources FSN Unit and the Mission in the classification process of position descriptions. This entails receiving all new and revised position descriptions, reviewing them for accuracy, requesting background information and/or clarification where necessary, to prepare a package to be submitted for classification. As Mission POC, submit each package for processing, as well as coordinate and track classification actions with the Classifier.
- Coordinates and engages with Embassy/HR on various FSN staff issues and follows up with USAID supervisors on identified personnel actions, including evaluations, contract extension dates and Awards.
- Engages with Embassy HR on the accuracy of USAID's personnel information and maintains the OPS platform to ensure personnel information is accurate and updated.
- Serves as the liaison on all matters relating to personnel and position management activities as directed by the Supervisory Executive Specialist, the REXO and/or the Front Office. Responds to all personnel-related data calls.
- Provides support to USPSCs for travel to post; preparing the travel authorization and the necessary letters to obtain an official passport and visa. Coordinates with GSO for housing for the duration of contract. Collaborates with Regional FMO on budget and funding related issues.

## CONTRACTING & CONTRACT ADMINISTRATION (30%)

- Job holder takes full responsibility in the preparation and negotiation of CCNPSC contracts by calculating salary, fringe benefits, per diem, overtime and other financial aspects. Job holder negotiates new contracts, requests medical and security clearances, prepares memoranda of negotiation to ensure allowances and benefits conform to personnel regulations, prepares contract files and keeps/manages official contract files. Job holder must be fully conversant and understand the Local

Compensation Plan (LCP) to ensure contracts are in full compliance. The job holder also prepares contract modifications as necessary – keeping track of the end dates of all contracts to ensure timely modifications. Responsible for the contract mass modification (master funding) actions to increase contract funds, this task is done on an annual basis, the job holder liaises with RFMO on this task.

- Responsible for the electronic filing system in ASIST for all CCNPSCs contracts and personal records. Serves as the file custodian for the HR section in Jamaica. Liaise with the Records Management Technician in the Dominican Republic to prepare the annual records reports to be sent to our headquarters.
- Maintains a reference file of USAID contracting regulations, and searches for updated and additional issuances as necessary to respond to questions from the Contracting Officer, managers, employees, or others.
- Works closely with Office Directors in the review of the position's description for CCNPSCs and provides guidance on personnel rules which affect contractor employment.

#### **OFFICE SUPPORT & ADMINISTRATIVE MANAGEMENT (20%)**

The HR Specialist supports the Supervisory Executive Specialist in overseeing and managing logistic, operational, and administrative support services for USAID/Jamaica. The HR Specialist participates in the decision-making process in Office and Mission administrative management issues.

The HR Specialist will provide support to the following EXO actions:

- **Travel:** Assist in the preparation of ECCs to non-US countries/Missions on behalf of staff. Provides logistical support to TDY staff. Issue the travel insurance for the local staff who travel on official business. Records, distribute and collect the Decline Balance Cards for travel for local staff.
- **C&R:** Maintains an active filing system for the office activities, having the ASIST filing platform updated with CCNPSC contract and personnel files, and the electronic personnel files for USPSC and TCNPSC. Plans and designs the office filing system and sets up and maintains files in such a manner that data can be easily retrieved. Serves as the file custodian for the HR/EXO files.
- **ARIBA:** Serves as the main POC for ARIBA, including liaising with the Embassy's procurement office, and also serving as Requester for all OE-funded procurement via the ARIBA procurement system.

**RECRUITMENT & PLACEMENT (20%)**

The job holder works closely with the Supervisory Executive Specialist on recruitment and appointment of all local employees and works closely with the Regional Center on recruitment/appointment of US/TCNPSC employees.

- Assist with the recruitment planning of CCN/USPSC/TCN positions, based on knowledge of changes in Mission programs, anticipated personnel changes, and consultations with Mission Management including the R/EXO, advising on steps needed to facilitate recruitment. Works with the Accountant/Financial Analyst in the preparation of budgets for positions.
- Prepares solicitation/advertisements for position vacancies for both LE Staff and locally-hired USPSC/TCN employees, ensuring accurate advertisement of position and working with the IT Specialist as well as Embassy/HR to have the vacancy announced internally as well as posted on the Embassy's and USAID's websites. If necessary, vacancies may also be advertised in the newspaper(s). Works with R/EXO on the hiring of off-shore-hired USPSC, and provides assistance as required with the interview logistics, letters when necessary.
- Receives applications and participates in the initial screening process. Prepares for the Technical Evaluation Committee (TEC) packages of applications that have been short-listed – distributing them in a timely manner that will allow the TEC sufficient time to review before interview date(s). Job holder contacts short-listed candidates and schedules interview dates. Conducts TEC briefings, if needed to new members of the TEC, and may serve as the EXO/HR representative on Selection Committees.
- Job holder advises the selected candidate that he/she is the candidate of choice for the position and assists in the negotiation of CCNPSC by liaising with the Supervisory Executive Specialist, to determine a salary offer. Job holder prepares the Intent to Hire Letter for signature by the Executive Officer. If Offer is accepted by the candidate, the job holder provides the relevant documents/letter for Security and Medical Clearances. Once these clearances are received, the job holder then liaises with the candidate to determine the start date which is usually at the beginning of a Pay Period.

In the absence of the Supervisory Executive Specialist, serves as the backup and performs the corresponding duties.

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 employee reports to the Supervisory Executive Specialist, and coordinates with the regional EXO Office in the DR on EXO/HR related matters as well as the Embassy/HR Office. The Supervisor will 1) establish annual work objectives and prepare/conduct the annual performance evaluation under the Merit Based Compensation program. and 2) review work products to ensure compliance with Agency policy, and implementation of best practices. The employee will use his/her discretion in prioritizing duties and responsibilities to ensure deadlines are met.

### 4. Supervisory Controls

This position does not contemplate supervision of other staff.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A University first degree in Business Administration, Human Resources or Personnel Management, or related field is required.
- b. **Prior Work Experience:** A minimum of three years performing progressively responsible work of a technical or administrative support nature where emphasis was placed on contract management, customer service, analytical, judgmental, budget preparation and/or administrative abilities across the full range of functions, including at least one year of experience in performing administrative duties in the area of Human Resources/Personnel Administration is required.
- c. **Post Entry Training:** CCN and USPSC classification specialized training, USAID personnel policies regulations as well as other related US and FSN personnel benefits training. PSC negotiation techniques, Training on Agency and USG software programs e.g. E2 Travel, ASIST and GLAAS Training. Federal Acquisition Certification in Contracting (FAC-C) level 1 training.
- d. **Language Proficiency:** Level IV, fluent proficiency in both written and spoken English is required. The employee must be capable of preparing correspondence and technical reports and documents in a professional manner with little or no editing required prior to distribution.
- e. **Job Knowledge:** Must have a substantial knowledge of personnel rules, policies and regulations. Must have a good working knowledge or the potential to acquire knowledge of State Department and associated Agency Personnel manuals and regulations, CCN position classification procedures (MClass), Automated Directives System, Compensation, Travel Regulations, Standardized Regulations, Mission Orders, US Direct Hire and PSC Regulations, AIDAR Appendix J and D, AAPDs, FAR, AIDAR, Post FSN Handbook/Local Compensation Plan.

Familiarity is required with social security laws, pension plan and local labor laws as well as prevailing practices and customs as they apply to compensation, retirement, and other phases of personnel management. Proficiency in Microsoft Office is required.

f. **Skills and Abilities:**

- Strong administrative skills are required.
- Ability to work effectively as a team member in a culturally diverse environment.
- Ability to be responsive to clients' needs and to adapt to the existing management team by being a good listener, a team builder, and an articulate advocate of the Mission's Personnel Management/Human Resources vision is required.
- Must be a self-starter.
- Ability to work calmly, tactfully, and effectively under pressure.
- Extreme flexibility and ability to manage more than one activity at a time.
- Strong interpersonal and communication skills, tact and diplomacy are required.
- Ability to follow oral and written instructions. Ability to prepare and analyze budgets.
- Ability to organize, prioritize and follow through on all assignments with minimal oversight.
- Accuracy and proficiency in using word processing and spreadsheet software.
- Ability to maintain strict confidentiality relating to all areas of USAID/Jamaica personnel matters.
- Ability to effectively anticipate client needs and/or concerns.

### **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.



## Evaluation Criteria

Language and Communications	20 points
Work Experience	30 points
Job Knowledge	25 points
Skills and Abilities	25 points

“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.”

## **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form <https://eforms.state.gov/Forms/ds174.PDF>

Candidates who do not submit an application form will be automatically disqualified.

**Required Documents:** Please provide the required documentation listed below with your application:

- Cover Letter
  - Current Resume
  - Qualification(s)
  - Three (3) references
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. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Via E-mail: Application forms may be emailed in PDF form to [jmjobs@usaid.gov](mailto:jmjobs@usaid.gov) using the subject **“Application V02-2024: Your Name”**.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Conditional Selection Letter
- US Embassy Kingston Security Clearance Package Request

- Medical Clearance Request
- USAID Ethics of Conduct

## **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:
  - Life & Health Insurance
  - Pension Plan
  - Christmas Bonus
2. ALLOWANCES (as applicable):
  - Meal Allowance
  - Miscellaneous Benefits Allowance

## **VII. TAXES**

Employees are responsible to make payments for all relevant taxes.

## **VIII. 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**

<b>ITEM NO (A)</b>	<b>SUPPLIES/SERVICES (DESCRIPTION) (B)</b>	<b>QUANTITY (C)</b>	<b>UNIT (D)</b>	<b>UNIT PRICE (E)</b>	<b>AMOUNT (F)</b>
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations

	<p>- Product Service Code: <i>[e.g., R497]</i>                  - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i></p>				<p>with Contractor_</p>
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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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).

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](mailto:PSCOmbudsman@usaid.gov).

6. **FAR Provisions Incorporated by Reference**

<p><b>52.204-27</b></p>	<p>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</p>	<p>JUN 2023</p>
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