



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10022

ISSUANCE DATE: June 11, 2024

CLOSING DATE/TIME: June 28, 2024, 11:59PM PST

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - 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 Attachment 1.

Sincerely,

Jennifer Crow
Supervisory Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72049224R10022
2. **ISSUANCE DATE:** June 11, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 28, 2024 / 11:59 PM, Philippine Standard Time (PST)
4. **POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines e-mail at aidmnlhr@usaid.gov
5. **POSITION TITLE:** Human Resources Assistant, FSN-09
6. **MARKET VALUE:** PHP 850,200.00 to PHP 1,317,818.00 basic salary equivalent to FSN-09 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five (5) years, (subject to the availability of funds, the need for services, and the contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is six (6) months.
8. **PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:**

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.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
10. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The Human Resources (HR) Assistant is located in the Executive Office/Human Resources Division

(EXO/HRD), United States Agency for International Development (USAID)/Philippines. This Mission handles one of the largest portfolios in the Agency's Asia Bureau: managing the bilateral programs in the Philippines; providing support to the USAID/Pacific Islands Mission in Fiji, the Office of the USAID Representative in Papua New Guinea, the USAID Representative in Mongolia, the development cooperation efforts in Japan, Korea, and Australia; and, providing administrative and management support to two Operating Units based in the Philippines, the Office of the Inspector General Regional Sub-Office in Asia (OIG/Asia) and the Bureau of Humanitarian Assistance (BHA). The EXO/HR Division provides support to more than 246 staff across thirteen (13) Operating Units, projected to increase to 300 by 2025-2026.

The Human Resources Assistant is responsible for the delivery of a wide range of Human Resources (HR) activities to USAID Philippines and client Operating Units, with key responsibilities on performance management for local staff, training and professional development, and awards. The incumbent provides advice and technical guidance on human resources matters and performs a variety of administrative personnel functions. S/he reports to the Human Resources Specialist.

MAJOR DUTIES AND RESPONSIBILITIES:

Administration of Professional Development, Awards, and Performance Management Program (60%)

Training/Professional Development Program

The HR Assistant serves as the Mission Training Coordinator for USAID Philippines and client Operating Units and is responsible for the management and administration of the employee professional development initiatives. Ensures compliance with the Mission Order on Training and Agency policies and procedures and provides guidance and direction to employees and managers on training policies and regulations. Coordinates with relevant offices on training budget, office professional development plans, and approval process. Consolidates all office professional development plans into the Mission Professional Development Plan (PDP). Reviews professional development plans, identifies high demand training courses, and makes recommendations if courses should be hosted at the Mission. Monitors changes to the approved Mission PDP and budget. Prepares periodic reports for the Mission Training Officer and Front Office to address concerns or organization issues. Processes Authorization, Agreement, and Certificate of Training (SF-182) form and Continued Service Agreement while reviewing compliance with regulations and mission procedures. Coordinates Mission nomination process for the Agency Leadership training program. Conducts a training needs survey, when needed, and participates in the analysis of training needs of Mission staff. Partners with Asia Regional Training Center (ARTC) to identify training and development needs of Mission staff. Prepares responses to training surveys and to other relevant data calls. Produces training reports, training materials, and presentations as required. Maintains and upkeeps a training database with the training history of all employees and establishes and maintains training files for all employees and programs. Advises and assists Mission employees and supervisors with the completion of Individual Learning and Training Plans (ILTPs), linking the ILTPs to the Employee Performance Reports (EPRs). Guides staff to find appropriate on-line and in-person training opportunities. Tracks completion of funded training, and when needed, advises the Executive Officer when reimbursement is due.

Awards Program

The HR Assistant serves as the Mission Awards Coordinator for USAID Philippines and client missions.

Processes and administers all award nominations for the USAID Agency Incentive Awards program, Inter-Agency Mission Award Program (IMAP/Embassy Awards), and Mission Award Program (Special Act/On-The-Spot Award/Time Off/Certificate of Appreciation) – plans and calls for nominations; ensures the eligibility of employee aligns with each award category and no duplication of recognition for the same accomplishment, ensures the award justification meets award criteria; ensures cash amount proposed is aligned with Embassy and Agency policy and cash is obligated; ensures award is submitted on time; organizes, communicates, and/or facilitates award presentation; coordinates award payment; requests supplies for award purposes. Keeps abreast of applicable regulations and processes, both at Posts and Agency, to be able to provide Mission staff with qualified advice and guidance on awards. Maintains and updates the employees' awards database and tracks cash awards to ensure that the approved amounts are within the limit for each employee per fiscal/calendar year. Monitors years of service of local employees and liaises with Embassy HR on the processing length of service awards.

Performance Management Program

The HR Assistant supports the HR Specialist in the management of the performance evaluation program and serves as an alternate advisor to all Mission employees and Mission Management on the employee evaluation and performance management process. The HR Assistant is responsible for proper and quality implementation of the employee evaluation program within the Mission. The HR Assistant advises Mission employees and supervisors on all aspects of employee performance management such as annual evaluation process and achievement recognition. The HR Assistant ensures the performance evaluations of all employees are accomplished in a timely manner. The HR Assistant is responsible for maintaining the performance evaluation files current on when evaluations and annual salary increases are due; and follows through with employees and supervisors to ensure that evaluations are submitted on or before due dates, and that narratives are consistent with the official duties and responsibilities of the respective position. The HR Assistant ensures that annual performance evaluations as well as work objectives for the next rating cycle are completed and submitted to the HR Office within the timeframe set.

Recruitment (40%)

The HR Assistant, together with the HR Specialist, is responsible for the recruitment and contracting processes for Cooperating Country Nationals Personal Services Contract (CCNPSC) or locally employed employees in USAID Philippines' client Operating Units. Provides advice and technical guidance to the Mission Management and employees related to recruitment procedures and internal Mission policies for local employees. Responsible for proper and timely management of recruitment, selection, and appointment of CCNPSC employees. Manages the complete cycle of the recruitment process for CCNPSC employees to include the following: a) drafting solicitations/vacancy announcements and ensuring appropriate publication of solicitations and prompt distribution; b) collection and review of applications received, screening them for meeting the publicized minimum qualifications, and shortlisting applications for review by the appropriate Mission Technical Evaluation Committees (TEC); c) arranging interviews, serves as the HR representative on TEC panels, and administering pre-employment skills tests; d) reviewing selection memo to ensure compliance to relevant policies and regulations prior to the cognizant Contracting Officer's approval; e) drafting all correspondence required under the hiring process and communicating with applicants regarding selection matters. Works closely with the selected candidate and hiring office to ensure smooth and timely onboarding.

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.

SUPERVISORY RELATIONSHIP: The incumbent works under the direct supervision of the Human Resources (HR) Specialist.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – A college/university studies in human resources management, Business Administration, Communication, Psychology, Social Science, Law, or related field, is required. Note: **Additional education may NOT be substituted for experience.**
- b. **Prior Work Experience** – Minimum of three (3) years of progressively responsible experience in human resource management, particularly in the areas of awards, training, performance evaluation/management, and recruitment within a U. S. Government organization, host government organization, international or donor organization, or any organization where English language is routinely used in the workplace is required. Note: **Additional experience may NOT be substituted for education.**
- c. **Language Proficiency/Communication Skills** – Fluent (Level IV) - oral, reading, and writing proficiency in English and Tagalog (local language) is required to communicate effectively with Mission staff at all levels and with external contacts.
- d. **Job Knowledge** – Must have demonstrated knowledge and understanding of human resources management processes and policies to carry out HR functions, particularly: training/professional development, awards, performance management, and end-to-end recruitment. Must have the ability to quickly gain knowledge of the U.S. government and USAID regulations and processes on human resource management.
- e. **Skills and Abilities** – Good organization skills to be able to work independently and manage work according to priorities. Must be detail-oriented in preparing solicitations, personnel action documents, and staffing reports and in maintaining training, awards, and performance management databases. Must have the ability to research, interpret, and apply regulations relevant to situations at hand. Ability to keep sensitive personnel information with utmost discretion is required. Must have good mathematical and analytical skills. Excellent interpersonal skills to maintain good rapport with USAID, U.S. Embassy and USAID/Washington colleagues at all levels and external contacts. Must possess a high degree of maturity and flexibility and strong teamwork and communications skills.

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. 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, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (30 points)
4. Job Knowledge (35 points)
5. Skills and Abilities (35 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: ***Incomplete or unsigned offers will not be considered.***)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**June 28, 2024/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
3. Offeror submissions must clearly reference the Solicitation number (**72049224R10022**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms needed to obtain medical and security/facility access.

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.

VI. 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 salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six (6) months of employment
- e. Membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

VIII. 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/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>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				Contractor -
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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/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.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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