SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069620R100003

ISSUANCE DATE: February 21, 2020
CLOSING DATE/TIME: March 13, 2020/12:00 p.m. (CAT)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC)

Dear Prospective Offerors/Applicants:

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 a 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.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Justin DiVenanzo
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72069620R100003

2. ISSUANCE DATE: February 21, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 13, 2020, 12:00 p.m. noon African Central Time

4. POSITION TITLE: Human Resources Assistant

5. MARKET VALUE: 15,234,400 to 24,864,397 Rwandan Francs equivalent to FSN-08 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies present in Rwanda. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.

7. PLACE OF PERFORMANCE: Kigali, Rwanda with possible travel as outlined in the Statement of Duties.


9. STATEMENT OF DUTIES

Basic Functions of Position

The Human Resources (HR) Assistant is the principal assistant to the HR Specialist in the Mission’s Executive Office. The incumbent assists in the implementation and performance of complex functions that require a sound understanding of HR principles, policies, personnel regulations, compensation plans, and USAID hiring mechanisms in order to provide crucial operational support to the Mission’s development programs. As USAID/Rwanda has oversight responsibility for the office in Burundi, the HR Assistant also provides services to staff members assigned in Bujumbura.

Major Duties and Responsibilities

Contracting and Personnel Actions (50%)

a. Prepares Cooperating Country National Personal Services Contract (CCNPSC) from issuance to close-out including extensions, modifications and amendments. Notifies offices of contract expiration and provides assistance in the preparation of
budget estimations and any other needed documentation to ensure full compliance with contracting regulations and mission policies. Collaborates with OFM to review applicable information in the Master Funding Documents for Operations Expense (OE) and Program-funded CCNPSCs. Integral to the solicitation process, assists the Supervisory Executive Officer (S/EXO) in establishing Technical Evaluation Committees (TEC) and in screening the application of offerors against the minimum qualification requirements.

b. Processes and distributes personnel actions for CCNPSC employees in accordance with (IAW) established guidelines, to include appointment, extension, within grade increase, promotion, reassignment, transfer, resignation, separation. Submits personnel actions to FSC Bangkok for payment processing.

c. Advises local employees of employment terms and policies IAW the Local Compensation Plan. Maintains direct contact with the Embassy’s Human Resources Office when/as appropriate regarding annual local wage adjustments, Mission-wide benefits, and the Local Employee Handbook.

d. Assists in updating Web-based staffing patterns to ensure the accuracy of data.

**Human Resources Program Management (40%)**

a. Coordinates with Human Resources Office to enroll CCNPSCs in the health insurance plan. Reports and confirms Agency and CCNPSC contributions to the national social security and maternity benefits plans.

b. Assists the S/EXO and HR Specialist with applicable awards programs. Maintains a database of award nominations and approvals. Coordinates with the Embassy HR for the award program and ceremony. Prepares Mission-specific award certificates as appropriate.

c. Appointed as non-voting secretary of the Mission Training Committee, maintains the Mission Training Plan and assures it meets Mission training objectives and goals for all categories of Mission employees. Updates the all training records in the database to ensure all the historical trainings are properly documented. Assists offshore employees in registration and administrative processes for Foreign Affairs Counter Threat (FACT) training.

d. Maintains all the personnel filing systems and databases for all categories of employees. Keeps all the information current, accurate, and accessible. Assures CCNPSC contract and personnel documents are accessible in both paper and electronic files as required by the Agency.

e. Maintains the Mission-wide Leave and TDY schedule.
Peripheral Duties (10%)

a. Backstops Travel Assistant to prepare travel arrangements for Mission staff members. Prepares travel authorizations, travel itineraries, correspondence, and obtains third-country visas. Ensures that all travel is arranged in accordance with agency travel regulations.

b. Backstops Communications & Records Assistant to track incoming and outgoing correspondence and liaise with the Embassy Mailroom for disseminating official correspondence/parcels through the pouch and diplomatic post office.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:
“Cooperating country” means the country in which the employing USAID Mission is located.
“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 applicants must reside in Rwanda and have the required work and/or residency permits to be eligible for consideration.

11. PHYSICAL DEMANDS: The work requested does not involve any rigorous physical demands.

12. POINT OF CONTACT: Human Resource Office, e-mail kigalihr@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

a. Education: At least two years of full-time post-secondary study at a college or university in Human Resources, Public Administration or Business Management is required.

b. Prior Work Experience: A minimum of three years of progressively responsible experience in human resources management or administrative management that includes a human resources component is required.

c. Post Entry Training: Personnel contracting courses, Position Classification.

d. Language Proficiency: Level IV (fluent) Speaking/Reading/Writing English and Kinyarwanda. English proficiency is tested.
e. **Job Knowledge:** Knowledge of the local labor laws of Rwanda and prevailing practices in order to ensure minimum requirements are maintained. Proven ability to gain thorough knowledge of USG/Agency guidelines pertaining to contracting and personnel administration in order to provide professional services to USAID customers. Knowledge of accounting procedures in order to prepare contract, budget estimation and travel authorization. Comprehensive understanding of the Mission personnel program including processes and benefits.

f. **Skills and Abilities:** Organizational skills in order to balance competing priorities; maintain effective working relationships with superiors and peers. Abilities to use computer software, spreadsheet and database management. Must exercise extreme discretion and tact in HR matters, inspire confidence in clients by maintaining confidentiality.

### III. EVALUATION AND SELECTION FACTORS

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be invited to take an English proficiency and skills test. Only the highest-ranked applicants will be interviewed.

1. **BASIC ELIGIBILITY**

   The basic eligibility requirements for this position are:
   - Authorized to work in Rwanda;
   - Complete application submitted as outlined in the section IV;
   - Eligible to attain security clearance for Facility Access;
   - Cleared medically to work at USAID/Rwanda;
   - Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
   - Willing to travel to work sites and other offices as/when requested.
   - All internal candidates who meet the minimum qualifications will be interviewed.

2. **SELECTION PROCESS AND EVALUATION FACTORS**

   After the closing date for receipt of applications, those that meet the minimum qualification requirements will be invited to take an English Proficiency Test and a Skills Test. Applications from candidates who do not meet the minimum requirements for education and experience will not be reviewed. Applications of those who meet the Level IV English proficiency requirements will be forwarded to the Technical Evaluation Committee (TEC) for review. The TEC will review and score the application and skills test based on the evaluation factors as described below. Candidates with the best scores based on their application and skills test will be invited for interview.
English Proficiency Test (EPT)  Pass/Fail (Level IV)

Application:  25 Points
Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work. The application review will be weighted as follows: Language Skills (10 points), Experience, Job Knowledge and Skills (15 points).

Skills Test:  25 Points
In conjunction with the EPT, candidates will have one hour to write a one-page essay outlining his/her knowledge of HR/Personnel regulations and procedures. Essay will be graded on content (10 points), clarity (5 points), and proper use of the English language (10 points).

Interview:  50 Points
Interview questions will revolve around the candidate’s propensity to:
• Demonstrate an understanding of the local labor laws of Rwanda
• Demonstrate an understanding of travel authorizations, travel itineraries, correspondences and how to obtain third-country visas.
• Demonstrate the ability to work effectively in a team environment;
• Handle multiple, competing tasks simultaneously.

Total Possible Score:  100 Points

References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities. USAID/Rwanda reserves the right to seek references from anyone who may be able to provide information about a candidate; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify a candidate from consideration.

IV. PRESENTING AN OFFER (APPLYING)

A complete application package for this position will include:

1. Cover letter no longer than one page in length;
2. Application for US Federal Employment, form DS-174 (available on-line);
3. Current résumé or curriculum vitae that includes at least three references;
4. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

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, item 12. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation/Vacancy Announcement number in the offer submission.
V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, instructions will be provided regarding how to complete and submit the following forms.

1. Pre-employment Medical Examination
2. Form for Non-Sensitive Positions

VI. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS** (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
   a. Health Insurance
   b. Social Security insurance
   c. Annual and Sick leave
   d. Annual Bonus
   e. Maternity Leave

2. **ALLOWANCES** (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
   a. Meal/Beverage Allowance
   b. Miscellaneous Allowance
   c. Housing Allowance
   d. Transport Allowance
   e. Family Allowance

VII. **TAXES**

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:


### Personal Services Contracts

<table>
<thead>
<tr>
<th>AAPD/CIB No.</th>
<th>Title/Issued Date</th>
<th>Subject Category</th>
</tr>
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<tbody>
<tr>
<td>AAPD 18-05</td>
<td>AIDAR 18-05: Designation of USPSCs and CCNPSCs as Contracting and Agreement Officers (Class Deviation from the AIDAR – no. M-OAA-DEV-AIDAR-18-8c). This AAPD replaces and supersedes AAPD 16-05 in its entirety. – September 17, 2018</td>
<td>Acquisition Management Personal Services Contracts</td>
</tr>
<tr>
<td>AAPD 10-01</td>
<td>AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – JUNE 23, 2006</td>
<td>Personal Services Contracts</td>
</tr>
<tr>
<td>AAPD 06-08</td>
<td>Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03</td>
<td>PSC</td>
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<td>AAPD 03-11</td>
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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