



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72066318R00015**

**ISSUANCE DATE: June 7, 2018**

**CLOSING DATE/TIME: June 28, 2018**

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)**

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 for **USPSC Human Resources Associate position** 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 PSC 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.

**Solicitation for U.S. Personal Services Contractor (USPSC)  
Human Resources Associate  
USAID/Ethiopia, Addis Ababa**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO:** 72066318R00015
- 2. ISSUANCE DATE:** June 7, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 28, 2018 before and/or on 5:00 PM (Ethiopian local time)
- 4. POSITION TITLE:** Human Resources Associate
- 5. MARKET VALUE:** GS-6 (\$32,264 – \$41,939 per annum). The final compensation rate will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.
- 6. PERIOD OF PERFORMANCE:** Twelve months, Part time 20 hours/week
- 7. PLACE OF PERFORMANCE:** USAID/Ethiopia, Addis Ababa
- 8. SECURITY LEVEL REQUIRED:** The selected candidate must be able to obtain both the appropriate security and medical clearances within a reasonable period of time. In addition, the requirements of the position will likely require the candidate to obtain a USG facility clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.
- 9. AREA OF CONSIDERATION:** U.S. Citizens and US Permanent Residents with valid work authorization for Ethiopia, to include Eligible Family Members (EFMs) assigned to post.

Per AIDAR Appendix D, 1 (5), Resident Hire” means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:

A spouse of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

## **10. STATEMENT OF DUTIES**

### ***1. General Statement of Purpose of the Contract***

#### **A. BACKGROUND OF THE PROJECT**

The USAID/Ethiopia’s Office of Assets and Livelihoods in Transition (ALT) is responsible for managing USAID’s largest overseas portfolio of humanitarian and development food assistance, food security, livelihoods and disaster risk management activities. The twenty-two person ALT team is comprised of three USDHs, three USPSCs, and 16 FSNs.

The ALT Office is working to complete a strategic staffing and organizational design process that will require considerable Human Resources support.

#### **B. ORGANIZATIONAL LOCATION OF POSITION:**

The Human Resources Associate will be a part of the USAID/Ethiopia’s ALT team. As part of the ALT Management Team, s/he will work collaboratively with all ALT Team Leaders and Supervisors.

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

The Human Resources Associate will provide critical and targeted assistance to support a wide variety of Human Resources (HR) activities for the Office, such as performance evaluations, recruitment, job description updates and position classifications.

Specific responsibilities will include but are **not limited to** the following:

#### **Position Classification (60%)**

1. In partnership with ALT Office management and team members, develop an updated set of position descriptions, Job Description Help Sheets, and associated position classification packages for all members of the ALT Office.
2. Map staff responsibilities to Position Descriptions and ensure consistency between these document, the ALT activity matrix, OAA databases, and reality.

### **Organizational Design and Team Building (15%)**

1. Support ALT Management, in partnership with external consultants, to develop action plan that implements findings and recommendation of Organizational Design study.
2. Guide design of office retreats and off-site meetings.
3. Review ALT's current system for maintaining personnel files and support the Project Management Assistant with ideas and best practices for improving the system.

### **Recruitment Support (15%)**

1. Provide technical or administrative support to the ALT Office during position recruitment and Technical Evaluation Committees. Take notes and support the drafting of selection memos.

### **Performance Management Support (10%)**

1. Support Supervisors with personnel evaluations and guide supervisors, where needed, on processes for including 360 feedback in evaluation text.
2. Review ALT's current system for maintaining personnel files and support the Project Management Assistant with ideas and best practices for improving the system.

### **3. *Supervision Received***

The Human Resources Associate will be a part of the USAID/Ethiopia's ALT team. As part of the ALT Management Team, s/he will work collaboratively with all ALT Team Leaders and Supervisors, but will be supervised by the Office Director. The incumbent will be expected to show strong independent initiative and work with minimal supervision.

### **4. *Supervision Exercised***

None

**11. AREA OF CONSIDERATION:** U.S. Citizens and US Permanent Residents with valid work authorization for Ethiopia, to include Eligible Family Members (EFMs) assigned to post.

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

**13. POINT OF CONTACT:** *Shelby Hunt, S/EXO, and/or Fekadu Tamirate, HR Specialist, email at [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov).*

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

This position requires a combination of high-level technical, analytical, communication and managerial skills combined with senior-level public diplomacy skills. The following specific qualifications are necessary:

**EDUCATION: REQUIRED:** Bachelor's degree in administration, management, social science, communications or any related field.

**WORK EXPERIENCE: REQUIRED:** Three years of experience working in an office setting. Preference for at least one year specialized experience in human resource management or international development and one year writing technical or specialized documents for public consumption.

**LANGUAGE:** Fluent English speaking, reading and writing are required.

## **III. EVALUATION AND SELECTION FACTORS**

### **1. SELECTION PROCESS AND INSTRUCTIONS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. **To be considered for this position, applicants are required to address each of the Selection Criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, citing specific, illustrative examples to address each factor.** Responses are limited to 1,000 words per factor, Times New Roman font, 12-font size, and 1" margins. Be sure to include your name and the solicitation number at the top of each additional page.

### **2. EVALUATION FACTORS**

Selection will be based on the following criteria (Maximum of 100 Points Available):

**FACTOR #1: (20 points)**

Candidate experience working in an office setting to complete administrative, operational, financial or other tasks. Examples of the types of tasks completed will be useful. If applicable, please highlight experience in food security or international development.

**FACTOR #2: (20 points)**

Candidate experience managing or supporting human resource, administrative, or team building processes. If applicable, please highlight experiences in multi-cultural settings.

**FACTOR #3: (10 points)**

Candidate experience in creating or improving office processes to improve efficiency or quality of work.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. **Only the highest-ranked applicants will be interviewed.**

**3. BASIS OF RATING**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

**Evaluation Factors: 50 points**

Factor #1 20 points

Factor #2 20 points

Factor #3 10 points

**Interview Performance: 50 points**

**Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)**

**Total Possible Points: 100**

Period of Performance:

Flexible. Estimated LOE of 480 hours in a six-month period.

**IV. APPLYING**

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. 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.

All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position. **Family Members who fulfil the minimum requirements will be considered.**

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).** Eligible Family Members (EFMs) should provide a copy of the assignment cable.

For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter.
2. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>. In addition, please complete the attached cover letter.
3. Current resume/CV.
4. 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 13**.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
6. Application must be submitted **ONLY** via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say -: **72066318R00015 – Human Resources Associate**
7. Please submit the application only once.
8. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5 p.m.
9. Evaluation Factors: As described above applicants are required to address each of the three evaluation factors on a separate sheet.

## V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the 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 following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

## VI. BENEFITS/ALLOWANCES

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

### 1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance

### 2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

## VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at

[https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](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>.



3. Acquisition and 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> .

#### END OF SOLICITATION

**EQUAL EMPLOYMENT OPPORTUNITY:** *The U.S. Mission in Ethiopia 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. USAID/Ethiopia also strives to achieve equal employment opportunity 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.*