SOLICITATION NUMBER: 72016722R10005

ISSUANCE DATE: April 20, 2022

CLOSING DATE/TIME: May 4, 2022/5:00pm

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 **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 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 section I.4 below.

Sincerely,

Patricia Siaso
Supervisory Regional Acquisition & Assistance Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.: 72016722R10005**

2. **ISSUANCE DATE: April 20, 2022**

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 4, 2022, at 5:00 p.m. Pristina Time**

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

5. **POSITION TITLE: Human Resources Specialist**

6. **MARKET VALUE: FSN-11** equivalent (Euro 37,659– Euro 52,718 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** with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** Open to All Interested CCN (Cooperating Country National) Candidates

   AIDAR, Appendix J, 1. (b) Definitions:

   (6) "Cooperating country" means the country in which the employing USAID Mission is located.
   (7) "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:**

The Human Resources (HR) Specialist is a senior staff member in the Executive Office (EXO), playing a critical role in planning, developing, coordinating and implementing a full range of United States Direct Hire employees (USDH), United States Personal Services Contractors (USPSC), and Cooperating Country National Personal Service Contractors (CCNPSC) personnel services to support USAID/Kosovo and regional support to USAID/Albania Mission.

Under the general supervision of the Supervisory Executive Officer (S/EXO), the incumbent independently performs a wide range of human resources and HR administrative functions for both the USAID/Kosovo and USAID/Albania Missions. The incumbent is the expert and advisor on all phases of CCNPSC, USPSC, and USDH personnel management and serves as USAID's liaison with USEP/ADM/HR on all CCNPSC personnel matters. Duties include, but are not limited to, recruitment and contracting of local and international staff, evaluation and classification of USPSC positions, liaising with the HR/Washington D.C. on securing approvals prior to advertising positions, trainings and employee development, orientation and personnel processing of incoming and outgoing employees, disciplinary actions, regulations and operation of award programs, supervision of maintenance of personnel records and files, the staffing pattern, and the preparation of various periodic and non-recurring reports.

The position may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME

Recruitment Functions and Contracting 40%

The incumbent oversees recruitment and appointment of all local and international employees. The incumbent is directly responsible for all steps of the recruitment of CCN and USPSC (collectively referred to as PSC) positions.

The incumbent prepares advertisements/solicitations, secures requisite clearances from Office Directors, and submits PSC scope of works (SOWs) for international recruitment in required formats, and with necessary information in accordance with the Agency procedures in order to assure the widest possible dissemination and appropriate competition. The incumbent guarantees that positions are advertised for the required duration of time, ensuring compliance with USAID procurement regulations.

The incumbent receives applications and supervises compliance assessment of applications against SOW requirements and assures candidates meet the minimum qualifications set forth by the requesting office. The incumbent supervises implementation of Mission Order on personnel selection and recruitment: coordinates with hiring offices to set up selection panels and oversees the testing, interview, and selection process; ensures that the HR staff verifies information provided by candidates, by contacting references and past employers. The incumbent personally screens applicants for professional positions. The incumbent discusses candidates with the S/EXO providing a recommended course of action.
The incumbent negotiates all USPSC and CCNPSC contracts, sharing responsibility for contract negotiations in accordance with guidance provided by the S/EXO, appropriate USAID regulations, and/or the Local Compensation Plan (LCP). Negotiates detailed discussions with potentially selected candidates regarding salary history, as opposed to the compensation package offered at USAID. The incumbent requests proof of salary history in the form of previous salary statements, performing substantive and detailed due diligence to verify accuracy. After discussion, the incumbent presents information and makes a recommendation to the S/EXO for final approval.

The incumbent drafts and supervises preparation of offer letters and memoranda of negotiation and ensures that all appropriate contract documentation is completed and filed in the individual contract file. Initiates security request actions with the U.S. Embassies RSO for both Missions. Advises U.S. supervisors and new local hires of the local practices and procedures concerning employment rules and regulations in force in Kosovo and Albania.

Pursuant to AIDAR and ADS 309, the incumbent supervises the drafting of PSC contracts, and modifications for CCN and U.S. PSCs using appropriate contract formats and attachments. In addition, the incumbent keeps up with and researches the latest guidance on contracting regulations, such as the AIDAR, ADS, Agency specific guidance, etc.

Although final staffing decisions rests with Mission leadership, the incumbent serves as an advisor and subject matter expert for all recruitment issues in the Mission. Furthermore, s/he advises Office Directors and other supervisors on recruitment actions and staffing implications.

Human Resources Administration 30%

The incumbent is responsible for supervising all HR functions of the Mission and client Mission and for providing the full range of personnel services to USDH, USPSC, and CCNPSC employees to support the efficient and effective implementation of the USAID development program. The incumbent serves as the liaison with the U.S. Embassy Pristina and serves as the sole resource responsible for providing leadership, advice and professional guidance on all matters related to local employees and local practices.

The incumbent provides a high-level advice and technical guidance to local employees on matters relating to the local compensation plan, payroll, wages and compensation and benefits, health and life insurance, leave policy, and retirement and severance pay entitlements. The incumbent consistently researches and reviews new policies and regulations in order to inform and advise all local employees of changes in personnel policies and procedures at USAID/Kosovo and USAID/Albania.

The incumbent advises and counsels employees on the full range of personnel and management matters such as Merit Based Compensation (MBC) performance evaluation system, employee relations, salary increases, position descriptions and evaluations, training, incentive awards program, Reduction-in-Force (RIF), separation, ethics and conduct, disciplinary actions and grievance procedures, and other HR management issues.

The incumbent provides a high-level advice to Mission management on all facets of personnel administration including prevailing practices, employment policies and labor laws. The incumbent serves as counselor to any and all staff on professional ethics, personnel hierarchy management, and counsels staff on issues that could be of a personal nature.

Serves as the Training Coordinator as well as the HR representative and advisor on the Mission's Training Committee. Participates in the preparation of the annual training plan for all staff based on ILTPs collected from Mission personnel and assists CCNPSC, USPSC, and USDH employees in applying for training. Serves as main liaison and coordinator between HCTM Training Division in Washington, D.C. and Mission employees for on-line training in LMS to service training requests and login requests. The incumbent helps organize in-house training, preparing training material and coordinating with trainers after the purchase orders have been finalized. The incumbent is responsible for input and completeness of all training information in the Mission's Training database.

The incumbent is the primary liaison with the U.S. Embassy in Pristina and U.S. Embassy in Tirana for the Joint Incentive Awards Program. The incumbent receives awards nominations and obtains background information related to nominees, screens nominations to ensure that regulations are followed with regards to eligibility and recommended awards, forwards

nominations and related information to the USEP/HR for the Joint Awards Committee decisions. The incumbent serves as the liaison and follows up with HR/Washington for the mission staff awards nomination. The incumbent advises Mission staff on on-line award procedures and timely submission to HR/Washington. The incumbent coordinates with Mission RLA on Financial Disclosure reports for USDHs, USPSCs, and CCNs under these programs.

In addition, including but not limited to, the incumbent will have direct participation and/or administrative management responsibility for, and knowledge of, the following American Support Service functions:

- USDH Position Classification documentation (i.e., preparation and submission of Overseas Position Evaluation Form (OPEF)) for all new USDH Positions.
- Position validations.
- Familiar with and able to advise on the USDH bidding cycles and process.
- USDH Foreign Service Officer Assignment/Departure tracking reports.
- Home Leave return to post Orders, departure and transfers between Missions or Agency mid-tour or direct transfers between Missions; within Mission functional offices.
- Annual Performance Evaluation (APE), Annual Accomplishment Record (AAR), Promotion Input Form (PIF), and Multisource Ratings (MSRs) support services when requested by EXO Management.
- USDH and USPSC Welcome and Departure packets (the development, implementation and administration of the overall Welcome or Departure; and
- USPSC-Local Hire Contracting Actions to include Annual Performance Evaluation Reporting/Tracking requirements, Contract Extensions, Terminations, Renewals, Modifications, Amendments, Budget Preparation, USPSC Position Classifications and contract closeouts when required.
- Letters of Authorization for Diplomatic Passports and submitting requests for Diplomatic Titles.
- Incumbent is responsible for coordination of STAR appointments with AMS and HCTM in Washington D.C. from initial stage, approval process and till the deployment of an employee to post.

NSDD-38 Specific:

- Advise Mission leadership on the NSDD38 guidelines, as it relates to the process and stakeholders.
- Prepare in final form and/or Review NSDD-38 application submissions for: new USDH and USPSC Off-Shore Hire Contractor positions; USDH or USPSC position abolishment; or administrative housekeeping NSDD-38 actions.
- Respond to Ad Hoc data calls from Post Management, EE/AMS Bureau, Front Office, EXO/Management.
- Prepare and/or review required NSDD-38 Status Reports as they relate to the Annual MRR and
- Rightsizing Reports to include but not limited to: NSDD-38 Master source and Tracking documents for USDH and USPSC approved positions and NSDD-38 Quick snap short reports by Mission functional office.

Evaluation and Classification of Positions 15%

The incumbent serves as an advisor and provides management with insight in establishing

organizational structures that are efficient, cost effective, supports the desired grade levels, and facilitates career development. Guides Mission staff in the process of establishing new positions and the reclassification of existing positions submitted to the S/EXO; oversees HR staff reviews of position descriptions to assure accuracy, clarity, and completeness; provides assistance and advice to Mission managers and supervisors at all levels, including advising supervisors on position description writing, to ensure descriptions reflect current duties and organizational relationships; conducts job site interviews to ensure an understanding of duties and responsibilities delegated and performed; responsible for processing of submitting positions for grade-level evaluation to the Regional Human Resources Support Unit (HRSU) in Pretoria, including recommending grades and official titles; advises supervisors and employees of HRSU classification results, and on appeal procedures, if required; ensures that position information is properly recorded; supervises maintenance of Official Position Description files, with original classifications; and, assures HR division staff provide copies of classifications to the employee, the supervisor, and the file.

The incumbent reviews proposed USPSC Scopes of Work (SOW) with proposed market range; provides a recommendation to the S/EXO or other Agency resources for final classification and approval to recruit for USPSCs prior to initiation of international recruitment, when required; and ensures the preparation of appropriate supporting documentation.

The incumbent expertly applies the full range of position classification and position management principles, policies, concepts, practices, and techniques sufficient to make fine distinctions in the proper crediting of factor levels and ultimate allocation of grade levels to positions. The incumbent communicates grade distinctions to management with supporting criteria and justification, provides recommendations to management on organizational design with emphasis on career development principles and practices; relates position classification to the management process and other HR programs. Negative decisions following recommendations by the incumbent must not only be well grounded, but also explained to the originating offices and concerned individuals with tact, in order to avoid morale problems. The incumbent advises employees and supervisors on evaluation and classification results and appeals procedures.

Reports and Records **(15%)**

The incumbent is held responsible for accuracy of the Missions' staffing pattern in OPS (Overseas Personnel System). Overseas preparation and issuance of various and periodic reports required by the AID/Washington (Capital Security Cost Sharing (CSCS) report, FAIR Act Inventory), by the Department of State (Rightsizing report, Mission Resource Request, Local Compensation Questionnaire), by home and client missions (Operating Unit Context Statement, recruitment report). The incumbent oversees the upkeep and maintenance of all HR records in ASIST.

SUPERVISORY RELATIONSHIP:

Supervision Received: The incumbent works independently under minimum supervision of the Supervisory Executive Officer. Independently prioritizes the performance of duties and only in unusual or unique situations defers to the Supervisory EXO for final action and/or directions.

Supervision Exercised: Incumbent supervises a Human Resources Assistant (FSN-8).

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A Bachelor's Degree in human resources management, Organizational Psychology or Law, Languages, Business Management, Business Administration, or a related field is required.

Prior Work Experience: Five to seven years of progressively responsible experience in the field of HR Management and human resources development in an executive cadre is required.

Language Proficiency: Level IV English, Serbian or Albanian language ability. At this level the incumbent is required to possess a high degree of proficiency in both written and spoken English, including ability to translate the host country language into precise and correct English, and vice versa. On occasion, the incumbent might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

Job Knowledge: The Job Holder must have a professional-level knowledge or ability to quickly acquire knowledge of Automated Directives System (ADS), Position Classification, LEPCH, AID specific handbooks and associated agency personnel manuals and regulations required. Must have advanced knowledge of or ability to quickly acquire the knowledge of USG contracting regulations (AIDAR, AAPD, etc.) and procedures and provide comprehensive guidance to all offices on contracting matters, policies, and regulations related to Personal Services Contracts. Knowledge of local labor laws and standard personnel practices for both countries (Albania and Kosovo) applicable to the full spectrum of personnel management from recruitment through retirement is required.

Skills and Abilities: Excellent organizational skills, tactful, personable, compassion and understanding with an interest in serving people to maintain smooth and effective working relationships with all Mission personnel at all levels. Managerial, analytical, and interpersonal skills are critical to the performance of this position. The ability to analyze and interpret complex policies, to articulate these policies and their application to Mission operations, and to put into effective practice USAID regulations and directions is essential. Excellent writing skills, tact, discretion, and cross-cultural understanding are required to effectively perform the duties. Demonstrated ability to manage Human Resources (HR) activities/operations and supervise administrative personnel. Incumbents must be able to exercise significant professional judgment related to HR operations and Human Resources Office (HRO) setting up and development and issues requiring policy development and application, innovative solutions, and/or options to enable practical resolutions in heavy workload/high stress environment. Good interviewing skills to make objective position evaluation decisions and present them concisely. Ability to apply and interpret regulations to current situations. Excellent computer skills in use of a word processing systems including Excel, and other MS Office applications, and Google equivalents.

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.

In order to be considered for the position, an offeror must meet the Minimum Qualifications listed under Section II. After an initial application screening, the best qualified offerors will be invited for an English written examination and/or to an oral interview.

The successful offeror will be selected based on a review of:

- Offeror's qualifications
- Relevant work experience
- General skills and abilities (communication, interpersonal, etc.)
- Written examination results
- Interview and
- Results of reference checks

The hiring panel 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: Position Classification courses or seminars, MBC, OPS, and other Human Resources related courses as available within the Mission and/or as provided by USAID/Washington and State HRO training. USPSC contracting training, GLAAS 102 Buyer, and M-CLASS seminar.

IV. PRESENTING AN OFFER

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2** available at https://www.usaid.gov/forms and documents listed below:

- Cover letter and current résumé/curriculum vitae (CV) limited to two pages each plus one additional page for list of references (total of no more than 5 pages). 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 requirements.
- Offeror must list the names and contact information for a minimum of three (3) professional references within the last ten years. References may not be family members or relatives. At least one reference must be from a direct supervisor who can provide information regarding the applicant's work knowledge and professional experience. Candidates may also include peers or subordinates. Applicants must provide e-mail addresses and working telephone numbers for all references. Please specify the nature of relationship, dates, and location of

prior work experience with each reference. **Do not send reference letters- they will not be considered.**

- Proof of the required education level (copy of certificate or diploma)

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

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

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal** Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated[1].

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.

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 that she/he has been 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 CCNPSC 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 require 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.

[1] * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

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/sites/default/files/documents/1868/aidar_0.pdf

2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition*. As used in this clause -
United States or its outlying areas means—

(1) The fifty States;
(2) The District of Columbia;
(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals*. As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order

(hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at https://www.saferfederalworkforce.gov/contractors/.

3. **Contract Cover Page** form **AID 309-1** available at https://www.usaid.gov/forms

4. 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.

   - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
   - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

5. **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.

6. **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.

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]