



USAID | ARMENIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011122R10013
ISSUANCE DATE: 08/11/2022
CLOSING DATE/TIME: 08/25/2022 (17:00 Armenian time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for the **FSN-08 Human Resources (HR) Assistant position** (under the 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.

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,

David Strine
Regional Executive Officer
USAID/Caucasus

U.S. Agency for International Development
1 American Avenue
0082 Yerevan, Armenia

Tel: (37410) 464-700
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ATTACHMENT 1 to Solicitation #72011122R10013

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72011122R10013
2. **ISSUANCE DATE:** 08/11/2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/25/2022 (17:00 Armenian time)
4. **POINT OF CONTACT:** USAID/Caucasus HR office, e-mail at hr-yerevan@usaid.gov
5. **POSITION TITLE:** Human Resources Assistant

6. **MARKET VALUE: AMD 11,367,063- AMD 16,482,268** equivalent to **FSN-08** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Armenia. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE:**

Estimated to start o/a 10/09/2022 through o/a 09/30/2027 (depending on the security clearance process)

Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

8. **PLACE OF PERFORMANCE:** Yerevan, Armenia
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs)

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.

10. **SECURITY LEVEL REQUIRED:** Facility and computer access

11. **STATEMENT OF DUTIES**

The HR Assistant is a member of the Financial and Administrative Management Office (FAMO) team and is responsible for providing Human Resource Management support to the USAID/Armenia Mission. The HR Assistant provides clerical, administrative, and technical support for the Mission to all levels of USDH (U.S. Direct Hires), Cooperating Country National Personal Services Contractors (CCNPSC), Offshore and Resident-Hire U.S. Personal Services Contractors (USPSC) and Third Country Nationals Personal Services Contractors (TCNPSC). The job holder's responsibilities will include preparing position classification, recruitment, contract management, new employee orientation, and official personnel/contract files management. In addition, the jobholder will be expected to regularly update the position and personnel data in the Mission personnel management system etc., coordinating and managing USAID incentive and On-the-Spot Award Programs, and supporting the arrival, travel, visa and accreditation, and departure processes. The job holder prepares and submits periodic staffing patterns and staffing numbers to the U.S. Embassy and USAID Mission management as needed. The HR Assistant reports to the Chief Accountant, FAMO Director and receives support and guidance from the EXO Team in Tbilisi per a regional service provision memo of understanding.

The Major Duties and Responsibilities include:

1. Position Classification, Recruitment, and Contract Administration

Position Classification. The HR Assistant performs the initial review of position descriptions, drafts edits, and provides feedback to stakeholders. The job holder may review position classification packages for accuracy and up to date documents. Facilitates preparation of job discussion help sheets, collects, and prepares classification package documentation for further review and submission for classification action.

Recruitment. The job holder administers segments of the recruitment process for locally and internationally-hired contract employees to include the following: a) drafts solicitations/vacancy announcements based on the most current approved and classified Position Descriptions, specifies evaluation and selection criteria, and ensures appropriate publication of solicitations and prompt distribution within USG Mission community and outside of the Mission; b) collects and reviews applications received, screens them for meeting the publicized minimum qualifications, and shortlists applications for review by the appropriate Mission Technical Evaluation Committees; c) arranges interviews and may serve as the HR representative on TEC panels; d) drafts all correspondence required under the hiring process and communicates with applicants regarding selection matters) corresponds with the selected candidate under the direction of the supervisor.

Personnel and Contract Administration: Prepares budgets, submits requisitions, drafts, and issues solicitations. Facilitates recruitment processes and advises hiring managers of contracting policies and procedures. Prepares and processes personnel and contracting actions. Monitors contract obligations, prepares funding actions, tracks periods of performance, and processes termination, closeout, and renewal actions.

2. Performance Management, Awards Activities, and Benefits

Performance Management: The HR Assistant ensures the performance evaluations of all CCNs are checked for completion and accomplished in a timely basis; s/he is responsible for maintaining accurate and current performance evaluation files and tracking when evaluations or reviews are due; 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, and ensures that annual performance evaluations for CCNs as well as work objectives for the next rating cycle are completed and submitted to the HR Office within the timeframe set by the Mission. Regularly checks the list of departing rating officers and requests interim reports, as appropriate. Responds to general questions and provides information to assist employees and/or supervisors in completing reports. Reviews completed reports to ensure accurate and thorough completion, requests/explains necessary modifications, processes completed reports and updates the database system accordingly.

Incentive Award Programs: The HR Assistant tracks the administration of nominations when submissions are requested for the Interagency Mission Award Program (IMAP), On-the-Spot, Special Act, or the USAID Incentive Awards Program. The HR Assistant provides guidance, collects award nominations; is responsible to review nominations to ensure eligibility and nomination completeness for all types of awards within the assigned portfolios and in accordance with policy, in coordination with the nominee's supervisor and nominator. The HR Assistant ensures funding availability for all nominations and submits the completed and approved nominations to the interagency awards committee or to the Bureau/Office of Administrative Management Services (AMS), as appropriate. Once awards are approved, the Assistant informs the nominee and submits the approved awards to the appropriate payroll office to facilitate cash payment processing.

Benefits Administration: Assists in the administration of compensation and benefit programs. Advises employees on applicable salary plans, allowances, benefits, entitlements, and other relevant program elements based on the employment mechanism. Tracks policy changes and implements updates to procedures accordingly.

3. Reporting, HR Files, Information and Data Management

Staffing and Organizational Reporting: Regularly updates the staffing reports on Human Resources Information Systems prepares and submits periodic staffing patterns, personnel numbers, and other ad-hoc HR reports for USAID Mission or Washington, D.C., and the U.S. Embassy.

Personnel Records Management: Maintains, organizes, updates, and performs close-out of Official Personnel Files (OPFs) for PSC staff and ensures their completeness, accuracy and compliance with HR and contracting content requirements and organization. Maintains, organizes, and updates a variety of other HR files and records, including subject files, chronological and historical files to ensure the maintenance of complete and accurate records. Searches files and records to extract data and/or assemble information required for various documents and/or reports or to provide information. Maintains and updates the personnel record in Agency Secure Image and Storage Tracking (ASIST) System.

Personnel Entry and Exit Support: Prepares the check-in and check-out forms for new and separating American and CCNPSC employees and TDY staff, and reviews completed actions to ensure accuracy and thoroughness, collects all necessary related documents and processes for signature by the Executive Officer and files documents accordingly. Maintains and updates the Mission's welcome orientation packets for all USDH and all offshore and locally recruited contract employees and assists with new employee orientation. Drafts and processes arrival/departure notice cables for all USDH staff.

4. Employee Engagement and Labor Relations (EELR)

Employment Lifecycle Management: Facilitates the full range of personnel management activities over the course of an employee's tenure, inclusive of onboarding, facilitation of employee wellness and support programs, exit interviews and out-processing actions.

Equal Employment Opportunity, Diversity, Equity, and Inclusion (DE&I), and Local Labor Law Compliance: Advises and serves as a resource to equal employment liaisons (EELs) and counselors (EEOCs) on relevant policies and regulations. Provides guidance and support on DE&I programs and concerns. Provides information on local labor law, practices and ensures compliance in human resource administration activities.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationships/ Supervisory Controls

The HR Assistant reports to the Chief Accountant, FAMO Director. The HR Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a) Education:

Completion of Secondary Schooling and an additional two years of post-secondary studies in Human Resources, Business Administration, Management, Public Administration, or related degree is required.

b) Prior Work Experience:

A minimum of three years of administrative, human resources, personnel assistance, public administration, or customer service-related experience is required.

c) Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing is required. Local language proficiency (Level IV) is required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Foreign Service National Security Certification and medical clearance: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See **section V below**.

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 (TEC) 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.

Following the application packages initial screening by the USAID/Caucasus HR Unit, the offerors meeting the minimum qualifications (**see section II above**) will be evaluated by the TEC and may be invited to participate further, including a language examination, writing test, and potentially interview. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Work Experience/ 40 points:

A demonstrated three-year administrative, human resources, personnel assistance, public administration, or customer service-related experience.

Knowledge, Skills and Ability / 60 points:

- Knowledge of standard recruitment practices, performance management systems, personnel records management and local labor laws.
- Good understanding and knowledge of HR best practices, reporting, HR data management and standards of confidentiality and transparency.
- Thorough knowledge of standard office management procedures and practices.
- Strong customer service, interpersonal and communication skills.
- Proficiency in Microsoft Office applications and ability to operate office equipment.

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TOTAL: 100 points

Reference check (Pass/Fail)

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit **a resume** and **application form DS-174 in English**.

DS-174 application form in English is available on the following link:

<https://eforms.state.gov/Forms/ds174.PDF>

2. Additionally, offerors must provide a **cover-page in English** of approximately 500-750 words (1 page), expressing how the offeror's qualifications meet the evaluation and selection factors (*per section III above*).

Offerors who do not submit any of the required documents (resume, DS- 174 and a cover-page) as mentioned above will not be considered further.

3. 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 4**: hr-yerevan@usaid.gov
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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

1. 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 required to obtain medical and security clearances.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. **BENEFITS/ALLOWANCES**

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

1. BENEFITS:
 - Health Insurance Coverage for the selected candidate and immediate family members (spouse/children)
 - Defined Contribution Fund 12%
 - Bonus payment- 1/12 annual salary
2. ALLOWANCES:
 - AMD 100,720 annually

VII. **TAXES**

Local Employed Staff are responsible for paying local income 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/sites/default/files/documents/1868/aidar_0.pdf

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: [e.g. R497] - Accounting Info: [USAID/Armenia OE funding]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

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>

- **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022

AAPD No. 21-04, *ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.*

AAPD No. 21-04, *ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts*

AAPD No. 21-04, *ATTACHMENT 6: Overview of Applicability of FAR 52.223-99*

- **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
- **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
- **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006
- **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03

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.