



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066020R10002

ISSUANCE DATE: October 09, 2019

CLOSING DATE/TIME: October 30, 2019

SUBJECT: Solicitation for the FSN-10, Human Resources Specialist, 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, 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 offers.

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

Sincerely,

/S/

Charles S. "Chuck" Pope
Supervisory Contracting Officer

Physical Address:
U.S. Agency for International
Development
Mobil Building
N° 198 Avenue Isiro
Gare Centrale / Gombe / Kinshasa
Democratic Republic of Congo

U.S. Postal Address:
USAID/DRC
Unit 31550
APO AE 09828-1550

Tel: (+243) 81 555 4430
Fax (+243) 81 555 3528
<http://www.usaid.gov/cg>

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066020R10002
- 2. ISSUANCE DATE:** October 09, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 30, 2019
- 4. POSITION TITLE:** Human Resources Specialist (2 awards may be made as a result of this solicitation)
- 5. MARKET VALUE:** **Equivalent to FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Democratic Republic of the Congo. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is five (5) years. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 7. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo (DRC)
- 8. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance
- 9. STATEMENT OF DUTIES**

A. General Statement of Purpose of the Contract

USAID/DRC is a large Mission managing three operating units (OUs) - the DRC, the Central African Republic (CAR), and Central African Regional - and provides oversight of programming in the Republic of Congo (ROC). The Mission's approved staffing level of 163 employees includes 46 Foreign Service Officers (FSOs), 14 Personal Service Contractors (PSCs), 1 Eligible Family Member (EFMs) and 102 Foreign Service Nationals (FSNs). USAID/DRC implemented over \$500 million in Fiscal Year (FY) 2017 development and humanitarian assistance for the three OUs. The Mission's staffing level is projected to increase to 187 employees by 2020.

The Human Resources (HR) Specialist serves all three OUs and is responsible for providing the full range of Human Resource (HR) services and reports directly to the Supervisory Human Resources Specialist. HR Unit responsibilities include position classification and recruitment of all local (FSN) and international (US and TCN) Personal Services Contract (PSC) positions; management of Mission staff training, awards, and performance management programs for FSN and American staff; budgeting for all PSC personnel including salaries and benefits; and, serving as the main liaison with the US Embassy regarding HR topics and periodic reports. The HR Specialist will be the primary responsible individual for the overall management of Mission-wide training and career development needs. The Specialist will serve as a key resource to all Mission staff on training, performance management, and career development related matters.

B. Statement of Duties to be Performed

1. Administration of Performance Management program, Training, and Awards 40%

Performance Management: The HR Specialist ensures the performance evaluations of all FSNs are accomplished in a timely basis; supervises the maintenance of current files on when evaluations and annual step increases are due; and, assures HR staff 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. Ensures performance annual evaluations for FSNs as well as work objectives for the year following the evaluations are completed and submitted to the HR Office within the timeframe set by the EXO;

Training Program and Activities: The HR Specialist oversees the maintenance of a training database with the training history of all employees and establishes and maintains training files for all employees and programs.

The HR Specialist advises and assists Mission employees and supervisors with the completion of Individual Learning & Training Plans (ILTPs), linking the ITPLs to the Performance Evaluation Reports (PERs). The HR Specialist guides staff to find appropriate on-line and in-person training opportunities.

In cooperation with the Supervisory/EXO, the HR/Specialist ensures compliance with the Mission Order on Training and Agency policies and procedures and provides guidance to employees and managers on training policies and regulations.

The HR Specialist is responsible for the following: Solicits feedback from managers, supervisors and employees to determine what training is required to help staff meet strategic goals and objectives; Plans and coordinates Mission hosted courses, announces them to the region and develops participants' lists according to target audience; Prepares and/or evaluates statement of work for Mission-tailored courses submitted by training providers; Interviews training instructors in case of contracting with a local training provider and reviews course contents and training manuals submitted; Participates and manages the evaluation of proposals and/or interviews of prospective providers; Negotiates details of course design and content, duration, target audience, delivery, etc., with selected providers; Provides the trainer(s) with necessary information about USAID and participants, as well as training goals and objectives; Prepares requisition requests for contracting with training providers, training venues, purchase of materials, supplies and equipment needed for the Training unit; and Coordinates logistical arrangements related to training events and Organize Mission retreats, team building and training exercises and other Mission events as needed. In consultation and coordination with mission management, (s)he conducts surveys and/or interviews to determine the types of activities or concerns that need to be covered, develops an agenda, coordinates logistics, and assists with facilitation (if necessary).

Once annually, the HR Specialist oversees the solicitation of the reimbursement requests from FSN staff; Convenes a meeting of the Training Committee (TC) to review and approve requests and ensure that the TC's recommendations are submitted to the Mission Director in a timely

manner; and Tracks recipients' completion of their funded training and advises the EXO when reimbursement is due.

Awards: The Specialist manages the administration of the Mission incentive awards program, including cash awards, meritorious step increases, safe driving awards, and length of service awards. The Specialist drafts memoranda to all employees providing awards information and deadlines for submission; collects award nominations; reviews nominations with the S/EXO; and, provides nominations to the interagency awards committee. Once awards are approved, the Specialist informs the nominee, and processes cash payments, meritorious step increases, or other awards, submits the awards to the appropriate payroll office, and ensures the preparation of contract modifications. The Specialist assures that nominations submitted to USAID/Washington are provided in the correct format, and submitted to the proper Washington contact.

2. Human Resources Administration 30 %

Organizes and coordinates the orientation of new FSN employees and new off-shore arrivals at the Mission. S/he develops and coordinates mentoring programs and professional enrichment programming including staff exchanges, fellowships, rotations, and other opportunities. Establishes and maintains all CCN employees' official personnel folders, ensuring that these are kept current, accurate and complete; prepares personnel actions for promotions, step increases, resignations, retirements; disciplinary actions etc., coordinates all activities related to the Medical Insurance Plan and the CCN Retirement Plan provided to employees under the Local Compensation Plan; requests insurance for the duration of their official travels for CCNs traveling abroad.

The Specialist provides guidance, advice, and assistance to employees on personnel matters, local social security benefits, retirement, recruitment, appointment/hiring/firing, leave, or other personnel matters of concern to employees in the USAID/DRC, Republic of Congo, and the Central African Republic; and, provides advice on local labor practice and local social security law.

Prepares arrival and departure notices for USDHs departing for and returning from home leave. Provide newly-arrived USDHs and check-in lists. Ensures that all new arrivals complete the arrival processes such as registration with Embassy and Ministry of Foreign Affairs, acquisition of pink card, security and health briefings etc. are completed within the shortest time possible. Monitors USDH arrivals and departures in connection with the FS Open Assignment system by ensuring that the employees receive updated cables as they are sent by USAID/W. Upon receipt of official assignment cable, communicates with the arriving employees by sending the USAID/DRC welcome cable. Ensures all departing Americans receive departure checklist and comply with departure procedures.

3. Personal Services Contractor (PSC) Contract management 20%

Position Classification: Receives all requests for establishment of new positions or reclassification of existing positions. Reviews position description and Job Description Help Sheet submitted for adequacy, clarity and completeness. Assists employees and supervisors in preparing accurate and current position descriptions (PDs) to reflect duties, responsibilities and organizational relationships for authorized positions. Finalizes reports with grades, prepares related forms and presents the package for appropriate signatures. Positions include all grade levels and all types of local positions. Distributes and files forms as appropriate. Ensures that all incumbents have up-to-date and signed classification reports and PDs as appropriate. Ensures that both employees and supervisors understand the functions described in the PDs. coordinates the classification of PDs for USAID/DRC and supported OUs.

Recruitment: Drafts vacancy announcements based on approved PDs. Determines end date and ensures appropriate publication of vacant announcements. Reviews applications received, and pre-select candidates who meet minimum qualification for the position. Works with Supervisor for the interview process, when selection is made, drafts all correspondence required under the hiring process; negotiates salary/grade level; initiates all pre-employment and personnel actions which affect appointment. Briefs incoming personnel on USAID policies and regulations. The incumbent provides continuous counseling to employees throughout their career on matters which pertain to their employment.

Contract Management: Prepares/renews contracts for all PSC contractors, amends contracts when necessary (e.g. change in work schedule, promotion, etc). Ensures all contracts are fully funded and current. Coordinates with the office of Financial Management Office (OFM) for obligation of contract funds. Obtains necessary signatures and distributes signed contracts.

4. Various HR Services for Mission Employees 10%

The HR Specialist is responsible for managing the USAID Summer Intern and Family Member Summer Hire Programs, and is considered the Point of Contact (POC) for information and implementation of these programs at the Mission. For USAID Interns assigned by Washington, the incumbent will manage all logistics, when necessary.

For Family Member Summer Hires, the incumbent will solicit USAID offices for statement of work and obtain a list of all eligible family members seeking summer employment, and coordinate with Embassy HR. Once students are identified, notifies both the students and offices of their relative assignments. Incumbent assists interns and dependents with all logistical aspects of their internship such as completion of the W-4 form and recording Time and Attendance. Incumbent will also prepare and present an orientation session, explaining USAID procedures for payment, conduct, etc. Incumbent will provide backup to the EXO/Human Resources Assistant on HR issues.

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.

C. Supervisory Relationship: The HR Specialist will serve under the supervision of the Supervisory Human Resources Specialist.

D. Supervisory Controls: The Human Resources Specialist will not serve as a supervisor.

10. AREA OF CONSIDERATION: All interested candidates eligible to work in DRC. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS: The primary location of work will be on the USAID compound in Kinshasa/Democratic Republic of the Congo. The work requested does not involve undue physical demands.

12. POINT OF CONTACT: usaidhrkinshasa@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

The education and experience factors below determine basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position.

A. Education: Bachelor's Degree, or local equivalent, in Human Resources Management, Business Administration, or a closely related field is required.

B. Prior Work Experience: A minimum of three years of progressively responsible, job related, professional-level experience in the field of human resources management, business or public administration, and/or contracting is required. At least two years of such experience should have included substantive work in an English-language work situation, in the private sector, or other international organization is required.

III. EVALUATION AND SELECTION FACTORS

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The Contracting Officer may establish a competitive range. Applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top ranking candidate, after conducting and receiving the positive reference checks.

Quality Ranking Factors (QRFs):

1. Job Knowledge (50 points)

The Specialist must possess a thorough knowledge of, or have the ability to quickly gain a thorough knowledge of, the Automated Directives System (ADS) Chapter 3 FAM-Overseas Employment, FSN position classification, the FSN handbook, 3 FAM, the LEPCH USAID-

specific handbooks and associated-agency human resources manuals and regulations. A good understanding or the ability to gain a good understanding, of MClass and its associated manuals is required. A good knowledge of USG contracting regulations (AIDAR, AAPD, etc.) and procedures is required, after appropriate training. Knowledge of local labor law and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement, is highly desirable.

2. Skills and Abilities (30 points)

The position requires excellent communication and organizational skills, tact, good judgment and discretion, compassion, understanding, and an interest in serving people to maintain smooth and effective working relationships with personnel at all levels. Good judgement and analytical skills, in order to make objective decisions and present them concisely is necessary and the ability to research, interpret and apply regulations to particular situations is required. Excellent computer skills in the use of MS Office applications are needed. Work requires the utmost discretion in handling human relations matters, and the ability to inspire confidence and maintain confidentiality. The HRS must have the supervisory and managerial skills necessary to manage a high-performing Unit in the Executive Office; and, the ability to plan, organize, establish priorities, direct, and follow through on the work of the Unit.

3. Language Proficiency (20 points)

Level IV (fluent) English and Level IV French language ability is required. The Specialist is required to possess a high degree of proficiency in both written and spoken English and French.

Rating System

1. Knowledge: 50 points
2. Skills and Abilities: 30 points
3. Language: 20 points

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

Total Possible Points: 100 points

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/job-opportunities/>
2. A supplemental document of up to two pages that demonstrates how prior experience and/or training directly address directly the QRFs should be attached.
3. Offers must be received by **October 30, 2019 at 17:00 (Kinshasa Time)** via email to usaidhrkinshasa@usaid.gov.
4. To ensure consideration of offers for the intended position, Offerors **must** prominently reference the **Solicitation Number** in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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 following forms:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. 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: Child Allowance, Spouse allowance, 13th and 14th Month Bonuses, Housing Allowance, and Miscellaneous Allowance, Medical Coverage, Annual Leave and Sick Leave.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

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. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
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/OGES%20Regulations>

END OF SOLICITATION