



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068520R10009  
**ISSUANCE DATE:** August 24, 2020  
**CLOSING DATE:** September 14, 2020

**SUBJECT:** Solicitation for a Human Resources Assistant  
Cooperating Country National Personal Services Contract (CCN/PSC) -  
(Senegal 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 information.

Sincerely,

Chadwick Mills  
Regional Deputy Contracting Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068520R10009
2. **ISSUANCE DATE:** August 24, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 14, 2020 - 5:00 p.m. (Senegal time)
4. **POINT OF CONTACT:** Helene Lebel, Human Resources Specialist, email at [hlebel@usaid.gov](mailto:hlebel@usaid.gov)
5. **POSITION TITLE:** Human Resources Assistant
6. **MARKET VALUE:** Salary equivalent to grade **FSN-9**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a November 1<sup>st</sup>, 2020. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a November 1, 2020 to October 31, 2021
Option Period 1:	o/a November 1, 2021 to October 31, 2025

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

USAID/Senegal Human Resources Section is responsible for providing the full range of management and administrative services required to support the USAID/Senegal Bilateral and Regional Mission including Limited Presence Countries (Niger, Burkina, Chad, and Mauritania). The position is located in the Human Resource Section of the Executive Office (EXO). Under the supervision of the Human Resources Specialist, the incumbent is responsible for providing a wide variety of human resources functions

dealing with the designated Technical Offices in the Bilateral or Regional Mission including Limited Presence Countries (LPC).

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

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Recruitment Process and Contracting (60%)**

- As Human Resources representative, assists Technical and Support offices in identifying their workforce needs and works with them in preparing necessary scopes of work for US or Third Country Nationals (US/TCN PSCs) or Position Descriptions for Cooperating Country Nationals (CCNs).
- As the primary resource on classification matters, reviews Position Descriptions submitted for accuracy, clarity and completeness. Reviews position classification package elements, obtains additional information (if needed) and conducts needed interviews with incumbent or/and the supervisor prior to preparing and submitting package to the Regional Classification Center (RCC) for (re)classification in MClass.
- Prepares job solicitation announcements for distribution to all channels used: EXOCorner, HR State's Sharepoint, USAID and US Embassy Mission websites, local newspapers, Agency Notices and beta.SAM.GOV (if applicable) by summarizing the duties and responsibilities and required qualifications of the position for ultimate clearance, approval and distribution.
- Performs HR preliminary screening of all applications received, based on completeness as per the Solicitation requirements. Schedules and delivers the Technical Evaluation Committee (TEC) Briefing about the entire recruitment process and share the applications deemed complete with the TEC using the Google drive open source.
- Liaises with counterparts in the Limited Presence Country Embassies and coordinates required pre-employment tests (Technical Written and English Level) and interviews for short-listed applicants.
- Collects all information needed to start Security clearance processes and liaises with US Embassy Regional Security Office (RSO) to obtain the appropriate clearance.
- Coordinates with USAID medical contractor to schedule appointment for the medical clearance exams.
- Issues Conditional and Final Offer Letters, prepares initial contract and contract modification(s) in accordance with regulations for all employees in coordination with the Office of Financial Management. Prepares contract negotiation memorandum and checklist for the contractor's signature and Contracting Officer's approval in due time.
- Composes a variety of personnel communications - letters, memoranda, certifications - in connection with CCNPSC employment as necessary or requested by the Human Resources Specialists for clearance.
- Follows employee Performance during probationary periods and annual Performance Evaluation Reports: The incumbent is responsible for the CCNPSC Staff performance evaluation process and will:
  - Monitor the 6 month probationary period of all new hires and ensures that the Supervisors are fully aware of the options for the termination of underperforming Locally Employed Staff during or at the end of the probationary period as per the Local Compensation Plan, Locally Engaged Staff Handbook and local labor law.
  - Process all types of CCNPSC Staff personnel actions for appointments, reassignments, changes in data elements, changes in work schedule, changes in hours, terminations, resignations, within-grade increases, promotions.
  - Verify fiscal data with Office of Financial Management (OFM).
  - Provides information to employees on personnel action procedures and forms.

**CCNPSC Evaluation and Award Program (20%)****a) CCNPSC Evaluation Program:**

- Drafts/edits and transmits requests for regular, interim or other Work Plans and Performance Evaluation Reports (PER) for CCNPSC staff, providing all needed information to assist employees and supervisors with the discharge of this responsibility.
- Drafts and transmits notices on overdue reports, and prepares related lists. Establishes or modifies rating cycles, keeps abreast of changes in supervisors, reassignments, Leave Without Pay (LWOP), and other actions affecting the rating cycle, and modifies the related database records to ensure the maintenance of accurate and up-to-date information.
- Responds to general questions and provide information to assist employees and/or supervisors in completing reports. Reviews completed reports to ensure accuracy and thorough completion, requests or explains necessary modifications, processes completed reports, and updates the database accordingly.
- Prepares related ad hoc lists or reports, as requested.

**b) Awards:**

- Is responsible of managing awards during the Mission's various incentive award programs (Cash Awards, Meritorious Step Increase, Safe Driving Award, Length of Service Certificates, On-the-Spot-Awards).
- Collects, reviews and screens award nominations, advises on criteria for awards, checks nominations for compliance with regulations, obtains funding and approval from the Mission Award Committee and the Embassy Joint Country Award Committee.
- Maintains complete and up-to-date information related to Mission and post awards for employees.

**American Personnel Support (20%)**

- Assist his/her Supervisor with on-boarding process of American and Third Country National staff. Coordinates with newcomers to ensure they complete all required documents and processes. Prepares check in/out sheets; maintains official personnel and contract files; and coordinates employee orientations with Mission staff.
- Provides advice to US/TCNPSC on salary and benefit entitlements under PSC contracts in accordance with contract Standardized Regulations and General Provisions.
- Supports the Executive Officers and Supervisory HR Specialist on USDH annual evaluation and assignments processes.
- Responsible for the performance evaluation system for all CCN, TCN and USPSCs. Provide information and follow-up on establishment of work objectives, mid-cycle reviews, and training and development plans; follow-up on the submission of evaluations and new work plans for the next rating cycle, and if any evaluation presents a problem, follow-up on it with the supervisor and employee and alert the Supervisor and/or EXO.
- Assists Supervisor to respond to Ad Hoc Data Calls from Post Management, AFR/AMS Bureau, Front Office EXO/Management on a daily, weekly and/or monthly basis.
- Engages in high level projects and reports such as NSDD-38 Status Reports, Annual Mission Resource Request (MRR) and Rightsizing Reports.
- Maintains thorough knowledge of policies, procedures, rules and regulations, and keeps sources of information handy. Refers to Automated Directive System (ADS), established regulations, and precedents to extract applicable rules to counsel employees.

- The incumbent will be cross trained to share responsibility for providing backup to the other HR Assistants during his/her absences and perform other HR duties as assigned by Supervisor.

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.

**Supervision Received:** This position reports directly to the Human Resources Specialist (FSN-10). However, s/he may receive guidance from the Supervisory HR Specialist (FSN-11), and the Regional Executive Officer or his/her designee who assigns work in terms of goals and objectives to be attained. Work is reviewed for conformance to policy and effectiveness.

**Supervision Exercised:** This position will supervise one (1) HR Clerk (FSN-7).

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Minimum of Bachelor's degree in Human Resource Management, Business Administration or related area is required.
- Prior Work Experience:** Minimum of five (5) years of progressive experience in Human Resources or Administration management is required. Two (2) years of the experience within a large International Organization.
- Post Entry Training:** On the Job Training in Personnel Services Contracts, Personnel Management, Position Classification (MClass), Global Acquisition & Assistance System (GLAAS) and other specific training as needed.
- Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Level IV English and French is required.
- Job Knowledge:** A thorough knowledge of Local Compensation Plans for USAID/Senegal and Limited Presence Countries, Personnel Services Contracts, USAID, State Department and associated agency Personnel Manuals and Regulations. Must be particularly knowledgeable of the Federal Acquisition Regulation (FAR), AID Acquisition Regulation (AIDAR) and Automated Directives System (ADS) as these relate to the employment of Personal Services Contractors. A practical knowledge of Agency policies, regulations, and procedures and related HR management requirements. Thorough knowledge of Senegalese Labor and Social Security laws and regulations required as they apply to compensation, retirement and other phases of personnel management. Must possess a detailed and comprehensive knowledge of U.S. and CCN Personnel systems (leave, classification, promotion, training, retirement). The incumbent will be considered the resident technical "hands-on" point of contact in all facets of EXO/HR CCNPSC contract management and administration.
- Skills and Abilities:** Good managerial skills, ability to inspire confidence in employees and have excellent working relationships with employees and supervisors. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative HR duties and responsibilities. Good negotiation skills in personnel management required. Must be able to explain and enforce policies, procedures, and standards for all HR and logistical support operations and provide administrative services to a highly diversified workforce. Must be able to explain, advocate

and negotiate with individuals and groups internally and externally. Ability to develop an extensive professional network with other Human Resources officials in other organizations. Ability to organize work, prioritize and maintain confidentiality of personnel matters is a must. Must be able to set priorities and solve personnel problems, conflict resolution with tact and diplomacy. Must have very good writing skills and the ability to draft clear and concise personnel documents with tact and diplomacy. Strong focus on attention to detail; ability to remain calm in a fast moving work environment; and demonstrated proficiency in word-processing, spreadsheets, databases. The ability to maintain strict confidentiality relating to all areas of HR matters. In addition, to be effective he/she must be tactful in working with internal and external contacts as well as all categories of Mission personnel. Of critical importance is the ability to analyze and evaluate HR administrative information and data.

### **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>.

#### **Selection Process**

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

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

#### **Rating System**

- |                          |           |
|--------------------------|-----------|
| 1. Prior Work Experience | 20 points |
| 2. Communication skills  | 10 points |
| 3. Knowledge             | 30 points |
| 4. Skills and Abilities  | 40 points |

#### IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: [hlebel@usaid.gov](mailto:hlebel@usaid.gov) **with the following email subject line: [name of applicant] SOLICITATION 72068520R10009 Human Resources Assistant.**

Qualified applicants are required to submit the following five (5) items in separate email attachments in the one email submission:

1. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the applicant's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section III of this solicitation. The filename should be: Cover letter [name of applicant] SOLICITATION 72068520R10009
2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068520R10009
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068520R10009
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
5. Copies of relevant **Academic Degrees, certificates and other documents supporting the application** should be submitted in a single PDF file. The filename should be: Supporting documents [name of applicant] SOLICITATION 72068520R10009

Offers must be received by **September 14, 2020** and submitted at [hlebel@usaid.gov](mailto:hlebel@usaid.gov).

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

NOTE: This position requires the submission of complete forms and/or supplemental materials as described above. Failure to provide the required information and/or materials will result in the applicant not being considered for employment.

## V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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 all the pre-award forms and clearances necessary (medical and security).

## VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; Miscellaneous; and Seniority

## VII. TAXES

In accordance with Mission policy and local labor laws.

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

USAID regulations and policies governing **CCN and 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](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:
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/OGE%20Regulations> .

-END OF SOLICITATION-