



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068520R10010
ISSUANCE DATE: August 24, 2020
CLOSING DATE: September 14, 2020

SUBJECT: Solicitation for a Human Resources Specialist
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:** 72068520R10010
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
5. **POSITION TITLE:** Human Resources Specialist
6. **MARKET VALUE:** Salary equivalent to grade **FSN-10**. 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 1st, 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**

The Human Resources (HR) Specialist (FNS-10) is a key member of the HR team, and reports directly to the Supervisory HR Specialist (FSN-11) in the Executive Office (EXO), USAID/Senegal. The incumbent is responsible for managing the on-boarding of U.S. Direct Hires (USDHs), U.S. Personal Services Contractors (USPSCs), Third Country National Personal Services Contractors (TCNPSCs), overseeing awards for the Mission, and providing full-service HR support to USDH, US/TCNPSC, and Cooperating Country National Personal Service Contractors (CCNPSCs) for USAID bilateral, regional, Inspector General

(OIG), Food for Peace (FFP) and Foreign Disaster Assistance (OFDA) offices within the Mission. These services include position classification, recruitment, employment, performance evaluation, in/out-processing, and other HR-related matters. The incumbent provides direct supervision to three (3) HR Assistants. The incumbent is expected to be a self-starter, take initiative in completing tasks, and is able to work with limited supervision in a dynamic work environment with changing priorities and tasks.

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

MAJOR DUTIES AND RESPONSIBILITIES

A. Position Classification, Recruitment, and Contract Administration (50%)

- Reviews CCNPSC and Eligible Family Member (EFM) Position Description (PD), Job Discussion Help Sheet (JDHS), and other required position classification documents to ensure accuracy and completeness; conducts/organizes job interviews to obtain additional information if necessary; assembles position classification request package for HR Support Unit (HRSU); tracks and updates related parties on the classification progress.
- Conducts US/TCNPSC market rate determination. Provides advice on development of the PD and Scope of Work, reviews and provides edits to the PD and other supporting documentation, drafts market rate determination memorandum (evaluation and analysis) for supervisor/Contracting Officer review.
- Coordinates recruitment processes for US/TCNPSC and CCNPSC employees. Duties include preparation of solicitations, ensures written application material meet minimum position requirements, coordinating for the establishment of selection committees, coordinating the selection process, serving as HR representative to the selection committee, reviewing selection memos prior to Contracting Officer (CO) approval.
- Prepares salary negotiation and other pre-contracting clearance documents, recommends salary and benefit negotiation strategies to the CO. Once the offer is accepted, coordinates with the selected candidate, USAID Office of Security (SEC), Embassy HR, Regional Security Office (RSO), and Embassy Medical Unit (MED) on health and security clearance for the selected candidates.
- Prepares and administers US/TCNPSC contracts using the Global Acquisition and Assistance System (GLAAS) includes routine and non-routine contract modifications and close-outs following Agency regulations and procedures. US/TCNPSC actions include: annual Performance Evaluation, Contract extensions, Terminations, Renewals, Modifications, Amendments, Budget preparation, Position classification and Contract close outs as/when required. Reports contract awards to USAID/Washington (USAID/W) in accordance with Agency procedures.
- Provides guidance to HR Assistants and serves as primary point of contact regarding CCNPSC contract modifications, extensions and renewals.
- Ensures all contracting/personnel documents are filed in the Key File Plan sections in ASIST.
- Advises CCNPSC employees on salary and benefit entitlements under contracts, local compensation plan, payroll, health and life insurance, leave policy, ethics and conduct, disciplinary, retirement and severance pay entitlements, and other HR related matters.

B. American Personnel Administration, Performance Management and Reporting (25%)

- Assist his/her Supervisor with on-boarding process of all USDH and offshore USPSC and TCNPSC employees. Duties include coordinating with newcomers to ensure they complete all required documents and processes, involves in the in/out-processing of all staff. Duties include preparing 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.
- Manages US/TCNPSC performance evaluation processes, follows through with employees and supervisors to ensure that evaluations are submitted on time for annual step increases.
- 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.
- Assist Supervisory HR Specialist 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.

C. Supervision, Records Management and Awards (25%)

- Provides full supervision and line management to three (3) HR Assistants in all aspects of their work. This includes clearing on all outgoing personnel actions prepared and approving any work schedules; monitoring their performance, completing their annual evaluations, work objectives and training plans, approval of leave, applying discipline, and providing daily work guidance and support.
- Recommends the implementation of changes in operational methods and procedures to comply with new requirements and systems and/or to improve operations. Maintains accurate and up-to-date official personnel and contract files, Standard Operating Procedures (SOPs), recruitment tracker and other reference documentation.
- Assist Supervisory HR Specialist to maintain Mission Staffing Pattern computer databases such as OPS post personnel system and internal Records management tracker. Understands and supports Mission long-term staffing needs.
- Review the staffing pattern on a monthly basis ensuring that the positions and employees data are up to date (i.e. grades, steps, contract numbers, and other required information) for the required yearly reports such as but not limited to Capital Security Cost Sharing (CSCS) bill, Operating Unit Context Statement, Mission Resource Request (MRR) and for the Executive Agency Personnel System (EAPS).
- Responds to requests for information, such as staffing data. Prepares ad-hoc reports as required.
- Supports the Supervisory HR Specialist and other HR team members in similar HR-related duties and responsibilities on an ad-hoc basis.
- Works closely with the Embassy on the USAID Agency and Post Incentive Awards Program. Provides guidance on the award policies, such as the Interagency Mission Awards Policy (IMAP), the Mandatory Reference on USAID Awards (ADS 491), and other applicable regulations. Coordinates the logistics of awards, including but not limited to, obtaining proper clearances on nominations; requesting funds for all cash awards, distributing nominations to the appropriate persons, maintaining a database on all awards received and approved for all USAID/Senegal mission staff. Assures the Award data base is updated with the employees' award information, liaisons with Embassy/HR and AFR/AMS.

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: The incumbent works under the supervision of the Supervisory HR Specialist (FSN-11). Completed work is reviewed in terms of achievement of goals, effectiveness in meeting work objectives, and successful coordination of assigned activities. The incumbent is expected to be a self-starter, take initiative in completing tasks, and is able to work with limited supervision.

Supervision Exercised: The incumbent directly supervises three (3) HR Assistants. This includes assigning work, providing coaching, mentorship, and work guidance, as well as approving time and attendance, and evaluating performance.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A completion of a University Degree in HR Management, Business Administration, or in a closely related field is required.
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in HR management or administration in a medium to large-sized organization, Non-Governmental Organization (NGO), and/or development organization in a multi-cultural work environment is required. At least one year of the total experience should be in Expat management, recruitment, position classification, personnel administration, performance management, and/or administration is required.
- c. **Post Entry Training:** Specialized training courses in USAID and USG HR management, including Personal Service contract (PSC) training, USAID HR Management training, Global Acquisition & Assistance System (GLAAS) and other formal courses as appropriate, based on course offerings and the availability of funds. Successful completion of MClass training is mandatory, and will be provided.
- d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Fluency in both written and spoken English and French (Level IV) is required.
- e. **Job Knowledge:** Knowledge in human resources management, administration, policies and practice. Ability to acquire knowledge of USAID/Personnel policies and handbook; Automated Directive System (ADS), Federal Acquisition Regulations (FAR), USAID/Senegal Personnel Mission Orders, Foreign Affairs Manuals (FAM), U.S. Standardized Regulations; NSDD-38 policies/procedures, U.S. Personal Services Contracting regulations and policies (e.g., Recruitment, Sole Sourcing, Full and Open Competition and supporting documentation).
- f. **Skills and Abilities:** Strong ability to manage multiple competing priorities with minimal supervision as well as excellent interpersonal and teamwork skills are required. The ability to analyze complex HR/Contracting procedural or policy issues, exercise sound judgment, originate ideas and creative solutions, and make recommendations is essential. The incumbent must be able to handle requests and complaints promptly, effectively, and diplomatically with employees, Embassy and USAID/W counterparts. The ability to work under pressure and to make decisions quickly and independently as well as the ability to maintain a positive customer service orientation is critical to success in the position. Must be tactful and discreet when dealing with sensitive personnel matters. Position requires incumbent to be highly motivated, demonstrate consistent self-initiative and be proactive in workload management. Attention to detail is a key requirement of this position. Must possess

genuine mentoring and coaching skills to provide accurate information and clear guidance to all levels of employees in the Mission. Excellent computer, analytical, interpersonal, organizational, and negotiation skills are required.

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 | 30 points |
| 2. Communication skills | 10 points |
| 3. Knowledge | 25 points |
| 4. Skills and Abilities | 35 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 **with the following email subject line: [name of applicant] SOLICITATION 72068520R10010 Human Resources Specialist.**

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 72068520R10010

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 72068520R10010
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 72068520R10010
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 72068520R10010

Offers must be received by **September 14, 2020** and submitted at 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 .
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-