



USAID
FROM THE AMERICAN PEOPLE

KOSOVO

SOLICITATION NUMBER: 72016722R10001

ISSUANCE DATE: October 8, 2021

CLOSING DATE/TIME: October 22, 2021/5:00pm

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 **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,

Diego Marquez
Executive Officer/Contracting Officer



ATTACHMENT 1

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72016722R10001
- 2. ISSUANCE DATE:** October 8, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 22, 2021, at 5:00 p.m. Pristina Time
- 4. POINT OF CONTACT:** Human Resources Office, USAID/Kosovo via pristinausaidhr@usaid.gov.
- 5. POSITION TITLE:** Administrative Assistant
- 6. MARKET VALUE:** FSN-7 equivalent (Euro 19,576 – Euro 27,397 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
- 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 incumbent is expected to provide the full range of administrative support and secretarial duties to the Financial Management Office (FMO).

The position is located in the FMO and serves as the principal administrative support person to the Director of FMO and FMO staff, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes problem solving so that other FMO staff members may be more effective. This position is also responsible for payment support functions and serves as the WebTA Master Timekeeper and Subject Matter Expert for time and attendance reporting.

MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME

Financial 30%

Serves as input document coordinator for the Voucher/Payment Section in support of the USAID/Kosovo payment system.

1. As the payment Document Control Clerk, manages, assigns responsibility and distributes work within FMO for all operating expense and project related documents and correspondence. The incumbent enters all vouchers received by the Mission into the Phoenix Payments Section and creates an ASIST folder for the tracking of all vouchers for payment.
2. On a daily basis, reviews the payment schedule and coordinates with the FMO Voucher Examiner and CORs/AORs to provide notification of processing dates.
3. Creates and updates listing of CORs/AORs according to the grants, awards, and contracts.
4. Provides necessary training to the payment document control back-up. Ensures payment vouchers are retained as per the Mission’s Record Management Program.

Time and Attendance 30%

Serves as the Mission’s WebTA Master Timekeeper and Subject Matter Expert.

- As the Master WebTA Time Keeper, the incumbent verifies the accuracy and correctness of the data reported for the Mission’s WebTA time and attendance submissions and reconciles WebTA reports with office Time Keepers and USAID/Washington Payroll Division.
- As the Mission’s WebTA Subject Matter Expert, the incumbent advises the Mission’s Time Keepers and USDH/USPSC staff on WebTA guidance, regulations, updates and maintenance. In this role, s/he will assist in the resolution of difficult Time and Attendance issues while ensuring that designated Time Keepers in the Mission offices fully assume and perform their time and attendance responsibilities.

- As necessary, the incumbent will provide WebTA support and guidance to the country offices supported by the USAID/Kosovo EXO office.
- Serves as the back-up WinT&A TimeKeeper for all USAID/Kosovo FSN staff. As necessary, is responsible for entering all data into WinT&A for FSN staff.

Administrative Support to Mission Controller and FMO staff

40%

- Provides administrative support to the Mission Controller by preparing meeting agendas and minutes; facilitates FMO meetings, identifies vulnerabilities and weaknesses in the office and recommends corrective actions; manages and implements feedback systems for all FMO services and procedures; screens visitors and telephone calls ensuring that Controller and FMO staff are provided background information.
- Responsible for routing all correspondences, obligations, and paying documents within FMO and other offices within the Mission. Prepares country clearances and other cables for dispatch by the Embassy. Reviews, assigns actions and controls all incoming and outgoing correspondences and distributes them with background material to the Controller and FMO staff for action. Alerts the Mission Controller of critical or important actions which require immediate response.
- Manages the administrative and planning functions of the FMO as the principal coordinator. Organizes and develops schedules and travel arrangements for FMO staff and official visitors, including hotel and air travel reservations; locating and making arrangements for conferences, meetings, or seminar facilities.
- Establishes and maintains the official files of FMO in accordance with established guidelines in coordination with the Communications & Records Office and maintains a current and up to date data base for the control of all documents and written communications received by the Controller's Office and initiates follow-up as needed. Responsible for transferring all FMO documents into electronic filing systems.
- Manages office supplies for FMO by submitting requests for office supplies and ensures proper storage and maintenance requests for FMO.
- Prepares in final form reports, letters and other documents and routine correspondence required by FMO.
- Prepares and maintains the annual leave schedule for FMO staff.

SUPERVISORY RELATIONSHIP:

Supervision Received: The incumbent receives supervision from the Controller and must be able to perform assigned duties with little direct supervision. Administrative guidance is provided by the Controller, who provides assignments in terms of a discussion of work to be performed and FMO priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. Independently plans and carries out assignments and is responsible for the accuracy of his/her personal work. Work is normally reviewed in terms of results achieved and in meeting Office FMO objectives.



Supervision Exercised: Full supervision of other USAID staff is not expected.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of college/university studies with course work in Business Administration or a related field is required.–

Prior Work Experience: A minimum of four years of progressively responsible work experience, of which two years should be in related work the NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.

Language Proficiency: Level 4 (fluent) of English. Level 4 Albanian and/or Serbian is required.

Job Knowledge: The incumbent should be familiar, or able to quickly become familiar with the responsibilities and activities of the Financial Management Office, as well as possess a general knowledge of standard office procedures and practices. The incumbent should have the ability to develop an excellent understanding of USG file management and USG/USAID financial management regulations.

Skills and Abilities: Must be proficient in keyboarding and in operating computers with standard software, including Google Docs, Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. Must be proficient in using the Internet and E-mail.

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: The incumbent will be provided familiarization training on USAID operations, and on specific regulations and procedures such as records management, travel, and correspondence management. Additional on-the-job training in Phoenix (general ledger system), ASIST, and other USAID/USG financial management courses.

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. 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.
 - Offeror must provide a minimum of three name references within the last ten years from the applicant's professional life, namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references. **Do not send reference letters.**
 - 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.



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 about being selected for a contract award, the successful Offeror will be provided instructions about how to complete and submit forms for onboarding process.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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.

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. **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>.
 - 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
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.

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