



# USAID | SRI LANKA

FROM THE AMERICAN PEOPLE

**SOLICITATION #:** 01-23

**ISSUANCE DATE:** March 08, 2023

**CLOSING DATE/TIME:** March 27, 2023 at 1700

**SUBJECT:** USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for a Human Resources Assistant (FSN-08)

**TO:** Prospective Offerors

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified Sri Lankan citizens to provide services as a Human Resources Assistant (FSN-08) under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Colombo, Sri Lanka.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and time specified. Interested offerors must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their offer. Only short-listed offerors will be contacted.

Submission will only be accepted sent via [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) by the closing date, March 27, 2023. Incomplete or unsigned offers, or offers received after the closing date, will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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 regarding this solicitation should be in writing and directed to the undersigned at: [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov).

Sincerely,

Julie Ota  
Contracting Officer

## **ATTACHMENT 1**

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 01-23
- 2. ISSUANCE DATE:** March 08, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 27, 2023, 1700 hours
- 4. POINT OF CONTACT:** HR Specialist, e-mail at [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)
- 5. POSITION TITLE:** Human Resources Assistant
- 6. MARKET VALUE:** Equivalent to CCNPSC Grade **08 (Step 1 USD 9,807/- to Step 14 USD 16,372/- per annum)** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID, Sri Lanka* Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
- 8. PLACE OF PERFORMANCE:** Colombo, Sri Lanka
- 9. ELIGIBLE OFFERORS:** All offerors must be Sri Lankan citizens; the offer is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. MEDICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

### **11. STATEMENT OF DUTIES**

#### *1. General Statement of Purpose of the Contract*

The Human Resources (HR) Assistant is a member of the Executive Office (EXO) HR team and is responsible for providing Human Resource Management support to the USAID 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 Human Resources Assistant reports to the HR Specialist (or the Executive Officer in lieu of HR Specialist) and serves as a backup for other HR staff, as needed.

## *2. Statement of Duties to be Performed*

### **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 offers received, screens them for meeting the publicized minimum qualifications, and shortlists offers for review by the appropriate Mission Technical Evaluation Committees (TEC); 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 offers 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 EXO. 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.

#### **3. *Supervisory Relationship***

The Human Resources Assistant reports to the Mission HR Specialist or the Executive Officer (in lieu of an HR Specialist).

#### **4. *Supervisory Controls***

Supervision of other USAID staff is not contemplated.

#### **5. *Available Guidelines***

Agency personnel regulations and procedures are readily available. These are detailed and specific in nature and the job holder is expected to be able to interpret and apply them to specific work activities. The job holder will be required to adhere to the Agency's Management Office for Human Resources (M/HR) established policies. Policies, procedures, and guidelines by HCTM and USAID Washington, and training and reference materials are also available for easy reference in USAID's Automated Directives System – ADS, FAM and FAH. Locally Employed Staff (LES) handbook and post-specific guidelines are available. The supervisor will provide additional guidance as/when necessary.

#### **6. *Exercise of Judgment***

The job holder must use initiative, judgment, and exercise discretion and patience in dealing with Mission personnel to resolve issues that arise during the course of work. Excellent judgment is also required to maintain integrity and security of the USAID official and working personnel files. The job holder will be required to follow and adhere to the Agency's Standards of Ethics and Conduct.

#### **7. *Authority to Make Commitments***

The jobholder has no authority to make commitments, however, the jobholder makes determinations and recommendations on appropriate Mission expenses for PSC salary and benefits. The jobholder will independently counsel employees on personnel matters which are not commitments but considered authoritative.

*8. Nature, Level, and Purpose of Contacts*

Contacts are with all levels of the USAID Mission on various elements of the personnel functions. Other contacts for the purpose of giving and obtaining information are with USAID/Washington, D.C. Offices, Institutional Contractors/Grantees, the Ministry of Foreign Affairs, Medical/Health Insurance Company Personnel, and travel agents to provide advice, explain regulations and procedures, coordinate actions, relay and/or obtain information regarding a host of HR matters. Contacts are also with the STATE/HR office staff to clarify any matters pertaining to the Local Compensation Plan and/or any areas of travel and/or HR LES initiatives.

*9. Time Expected to Reach Full Performance Level*

One year

*10. Physical Demands*

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Any offer that does not meet the requirements stated below will not be evaluated. Only short-listed offerors will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your offer unsuccessful.

- 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. Post Entry Training:** The full range of USAID and FSI Human Resources Management Courses are provided, including Personal Services Contract training, Overseas Personnel System (OPS) and USAID filing system; on-the-job, eLearning, or classroom training on USAID human resources policies and procedures; FSN compensation, payroll, and benefits courses; and other appropriate training in the field, subject to course offerings and the availability of funds. CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

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- d. **Language Proficiency:** Level IV (fluent) English language proficiency, speaking and writing is required. Local language proficiency (Level IV) is required.
- e. **Job Knowledge:** In the performance of these duties, the HR Assistant must be able to acquire good knowledge and understanding of USAID's personnel-related policies, regulations, and procedures. 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.
- f. **Skills and Abilities:** The HR Assistant is expected to have strong customer service, interpersonal and communication skills (e.g., oral and written) to be tactful and discreet, and to be able to work as a part of a team and to maintain excellent working relationships with all Mission personnel. The job holder is required to have the ability to follow oral instructions and be able to organize, prioritize and follow through on all assignments with minimal oversight, a strong focus towards attention to detail, and a demonstrated proficiency in using word processing and spreadsheet software. The strong ability to maintain strict confidentiality relating to all areas of USAID Mission personnel matters. Must be able to quickly learn the structure and functions of the USAID Mission in the host country and familiarity with its programs and objectives, quickly acquire the USAID and USG specific knowledge related to HR policies and procedures.

#### **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>.

To be considered for this position, offerors must meet the required qualifications stated above. For those who it is determined meet the required qualifications, further consideration and selection will be based on panel assessment of the Selection Criteria listed below:

- a. Prior Work Experience
- b. Language Proficiency
- c. Job Knowledge
- d. Skills and Abilities
- e. Reference Verification

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the offer and reference checks. References will be asked to assess the offeror's technical knowledge, work performance, communication skills, and group dynamics, using the above criteria.

USAID reserves the right to conduct interview with the top ranked short-listed offerors. The interview will be one of the determining factors in the final selection.

### **SUBMITTING AN OFFER**

**Step 1:** Visit the following website: <http://www.usaid.gov/sri-lanka/careers> and download Form DS-174: Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (also at [https://www.usaid.gov/sites/default/files/2022-05/LOCALLY\\_EMPLOYED\\_STAFF\\_APPLICATION\\_FORM\\_DS-174.pdf](https://www.usaid.gov/sites/default/files/2022-05/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf))

**Step 2:** Complete Form DS-174. The offeror must answer all the questions in the form.

**Step 3:** Compile the below documents as one attachment:

1. Completed Form DS-174 (Incomplete forms will is not accepted)
2. Cover letter explaining your qualifications for the position
3. Updated curriculum vitae/resume (no more than five pages)
4. Names of at least five references with current telephone numbers and e-mail addresses
5. Copies of all relevant certificates

**Step 4:** Submit the attachment via email to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov).

**Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors:** The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding or submit an approved reasonable accommodation to the Contracting Officer. If the contractor does not meet this requirement the contract may be terminated. *\*See "Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042" in Section VI below*

### **III. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- (1) Conditional Offer Letter
- (2) Salary Offer Letter
- (3) Security Eligibility
- (4) Medical clearances or Statements
- (5) Other required documents
- (6) Negotiation memo with responsibility determination

### **IV. BENEFITS AND ALLOWANCES**



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

**BENEFITS:**

- (1) Christmas Bonus

**ALLOWANCES (as applicable):**

- (1) Medical Allowance
- (2) Miscellaneous Benefit allowance

## **V. TAXES**

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

## **VI. 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) **Federal Acquisition Regulation (FAR), PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES** available at <https://www.acquisition.gov/far/part-52>

### **FAR 52.223-99 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

- (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>

**Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- (4) **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

(A) ITEM NUMBER	(B) SUPPLIES/ SERVICES (DESCRIPTION)	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT LKR
0001	<b>Compensation</b> Basic Salary = Grade (equivalent): 8 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	<b>Benefits</b> Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	<b>Grand total payable in contract</b>			<b>XXX</b>	
	Contract Daily Rate /1			XX	
	Contract Hourly Rate /1			XX	

- (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>.
- (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](mailto:PSCOmbudsman@usaid.gov).