



**USAID** | **KOSOVO**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72016724R10002**

**ISSUANCE DATE:** April 29, 2024

**CLOSING DATE/TIME:** May 15, 2024, at 5:00pm Pristina, Kosovo

**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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including this from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a personal services contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Ken Seifert Digitally signed by Ken Seifert  
Date: 2024.04.23 14:54:10  
+02'00'

Ken Seifert  
Contracting Officer  
USAID Bosnia and Herzegovina

U.S. Agency for International Development  
Embassy of the USA  
Rr. 4 Korriku Nr. 25  
Arberia, 10000 Pristina, Kosovo  
<http://www.usaid.gov/kosovo>  
Tel: +383-38-5959-2000  
Fax: +383-38-604-89

## ATTACHMENT 1

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER: 72016724R10002**
- 2. ISSUANCE DATE:** April 29, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 15, 2024, at 5:00 p.m. Pristina Time
- 4. POINT OF CONTACT:** Human Resources Office, USAID/Kosovo via [pristinausaidhr@usaid.gov](mailto:pristinausaidhr@usaid.gov)
- 5. POSITION TITLE: Driver (2 positions)**
- 6. MARKET VALUE: FSN-3 equivalent (Euro 13,659 – Euro 19,126 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:
  - i. “Cooperating country” means the country in which the employing USAID Mission is located.
  - ii. “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 serves as a motor pool driver for the U.S. Embassy in Pristina.

**MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME**

The incumbent operates motor vehicles 2x4 and 4x4 to transport passengers and cargo. Serves as motor pool driver, driving official vehicles for the officers and other employees of the U.S. Embassy in Pristina and its official visitors within the city, throughout Kosovo, as well as across international borders. 75%

The incumbent performs messenger and delivery work, including the pick-up and delivery of parcels and other duties of a messenger nature. 15%

Maintains vehicle in clean and serviceable condition and performs minor maintenance of preventive nature. 10%

**SUPERVISORY RELATIONSHIP:**

Supervision Received: Direct supervision provided by the Motor Pool Supervisor.

Supervision Exercised: This is a non-supervisory position.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

**Education:** Completion of secondary school is required.

**Prior Work Experience:** Two to three years of professional driving experience required.

**Language Proficiency:** Level 2 of English. Level 4 Albanian and/or Serbian is required.

**Job Knowledge:** Must be familiar with local traffic laws and area traffic patterns. Knowledge of simple mechanics is highly desirable.

**Skills and Abilities:** Must have a local driver's license appropriate to type of vehicle operated. Class B driver's license issued in the Republic of Kosovo required. Class C is desirable but not required. Must have good common sense and ability to react quickly and correctly in emergency situations. Must have sufficient general knowledge of the country and USG to be able to assist newly arrived personnel and visitors. Must possess an adequate professional and presentable

attitude.

Also, per US Federal regulations (14 FAM 433), the minimum age for chauffeurs and incidental operators of official vehicles shall be 25 years of age or older and must have had a driver's license for a minimum of five years.

### **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>.

To be considered for the position, an offeror must meet the minimum qualifications listed under Section II.

The successful offeror will be selected based on a review of:

- Offeror's qualifications
- Relevant work experience
- General skills and abilities (communication, interpersonal, etc.)
- Practical knowledge skills test
- Oral Interview and
- Results of reference checks

The technical evaluation committee 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 with formal and/or on-the-job training to keep abreast of changes in the ADS, FAR, CFR and Mission/Office operating and administrative procedures.

### **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted

to the Point of Contact in **Section I**.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

Interested Offerors must submit all the materials required by the solicitation, which includes but is not limited to:

- ❖ Cover letter and current résumé/curriculum vitae (CV) limited to two pages each.
- ❖ A completed and signed federal form AID 309-2. (Form can be downloaded from: [www.usaid.gov/forms/](http://www.usaid.gov/forms/)).
- ❖ 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. Include at least one (1) former/current supervisor and at least one (1) former/current direct report. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. USAID/Kosovo reserves the right to obtain from previous employers, colleagues or others relevant information concerning the applicant's past performance and may consider such information in its evaluation. **Do not send reference letters.**
- ❖ Proof of the required education level (copy of certificate or diploma).

Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 309-2. 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), (3) signed AID 309-2 and (4) proof of the required education level. Please note that **incomplete and/or unsigned applications will NOT be considered.**

Complete applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to [PristinaRecruitment@usaid.gov](mailto:PristinaRecruitment@usaid.gov).

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 the 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 requires 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/ads/policy/300/aidar>

**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>.

### **5. PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered 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).

## 6. FAR Provisions Incorporated by Reference

The following FAR clauses are hereby incorporated by reference in accordance with **FAR 52.252-2, "Clauses Incorporated by Reference."** The full text of each clause may be accessed: <https://www.acquisition.gov/far/index.html>

NUMBER	TITLE	DATE
52.203-7	ANTI-BACK PROCEDURES	JUNE 2020
52.203-7	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	OCT 2010
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.215-2	AUDIT AND RECORDS – NEGOTIATIONS	JUN 2020
52.222-50	COMBATING TRAFFICKING IN PERSONS ALT.I IF CONTRACT WILL BE PERFORMED OUTSIDE THE U.S.	JAN 2019
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN 2008
52.232-17	INTEREST	MAY 2014
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	MAY 2014
52.237-2	PROTECTION OF GOVERNMENT BUILDING EQUIPMENT AND VEGETATION	APR 1984
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.246-5	INSPECTION OF SERVICES -COST REIMBURSEMENT	APR 1984
52.246-25	LIMITATIONS OF LIABILITY – SERVICES	FEB 1987
52.252-2	CLAUSES INCORPORATED BY REFERENCE	FEB 1998
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	MAR 2000
52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023

### **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**

**[END OF SOLICITATION]**