



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052224R10015

ISSUANCE DATE: April 19, 2024

CLOSING DATE/TIME: May 9, 2024 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan* to serve as **USAID Project Management Assistant (DG)**

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 a Cooperating Country National (CCN) Personal Services Contract (PSC) contract as described in this solicitation.

Offers must be submitted in accordance with **Attachment 1, Section IV – Submitting and Offer** of this solicitation. Offerors should retain copies of all offer materials for their records. *Please refer to the **Suggested Checklist** shown on the last page of this solicitation to make sure all the required documentation and information for a proper submission of your application is included.* Incomplete, applications or submissions received after the closing date and time specified *may not* be considered.

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

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 may be directed in writing to TEGUCIGALPAHR@usaid.gov.

Sincerely,

Alejandro P. Mora
Contracting Officer

I. GENERAL INFORMATION**1. SOLICITATION NO.:** 72052224R10015**2. ISSUANCE DATE:** April 19,2024**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:**

May 9,2024 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov**5. POSITION TITLE:** USAID Project Management Assistant (DG)**6. MARKET VALUE:** In addition to a generous benefits package, compensation will be negotiated in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of USAID/Honduras within the listed market value range for the **FSN-9** grade, which is equivalent to **L. 530,992.00– L. 902,675.00****7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature, estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected offeror.**8. PLACE OF PERFORMANCE:** Tegucigalpa, Honduras. USAID/Honduras, Democracy and Governance Office (DGO).**9. ELIGIBLE OFFERORS: ELIGIBLE OFFERORS:** This position is open to **All Interested Offerors**. **ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

1. Current employees serving a probationary period are not eligible to apply.

2. Current employees with unsatisfactory performance are not eligible to apply.

3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. SECURITY LEVEL REQUIRED: CCNPSC standard clearance.**11. STATEMENT OF DUTIES:****1. General Statement of Purpose of the Contract:**

The USAID Project Management Assistant (PMA) position is in the Democracy and Governance (DG) Office and directly reports to the Project Management Specialist, Operations Team Leader. The jobholder serves as the DG Office Program and Logistics Assistant throughout democracy and governance activities with emphasis on tasks related to personnel vetting responsibilities, travel and logistics support, and improved office efficiencies and information management, and support AOR/CORs in activity management especially locally implemented.

Through undertaking the assigned responsibilities, the jobholder will contribute to actions related to strategy development, project design approvals, budgeting, implementation, monitoring, analyses, assessments, evaluations and close-out of programs, activities/projects, and/or assistance objectives/operational plans in close conjunction with more senior DG Office staff. The jobholder will collaborate with USAID and other U.S. Government (USG) colleagues in Honduras as well as with USAID in Washington, D.C. and with mid-level colleagues from the local donor community and from national government, and non-governmental organizations. Most of the incumbent's

time will be spent in Tegucigalpa with occasional travel required to other departments in Honduras. He/she will be required to coordinate and participate in a wide variety of technical activities and attend meetings, monitor programs, recommend solutions to problems that arise, and ensure compliance with policies and regulations in support of the array of DG Office programs.

The jobholder will support technical teams as they plan and implement programs that support USAID and USG goals and objectives. The jobholder will also provide support to Contracting Officers Representatives/Agreement Officer's Representatives (COR/AORs) and/or Activity Managers responsible for substantive programs/projects/activities.

Duties include supporting technical office teams (including office leadership and technical specialists (Project Management Specialists (PMS)) with project management; monitoring, evaluation, and learning (MEL); financial management; and communications.

2. Statement of Duties to be Performed:

A. Program Management Assistance: - 30%

- Serves as activity manager for two activities and supports AOR/CORs in activity management of Localization Activities, activities implemented by local implementing partners, and assists the AOR/CORs on all aspects of program management and day to day activities in a capacity of an activity manager.
- Performs a variety of research, reporting, and analytical duties to provide programmatic and technical activity management support including liaison functions for the Mission, civil society, media, and relevant activities in support of the DG Office.
- Remains current and maintains information on the status, processes, challenges, and best practices on localization.
- Provides and follows up on recommendations to ensure effective program implementation.
- As an activity manager of the DGO activities, works closely with supporting offices of the Mission such as PO, FMO and OAA.
- As an activity manager of DGO activities, works closely with DGO budget and MEL specialists on accruals, financial reports, indicators, and other reporting requirements.
- Serves as a member (as assigned) to any Mission teams, responsible for guiding the development, implementation, and evaluation of USAID/Honduras assistance to support DG office.
- Pertaining to serving as team member on various Mission Teams, the incumbent will contribute to the drafting and finalizing activity-related correspondence and documents, and to performance reviews; drafts technical justifications for new activities and changes to on-going activities; organizes donor or other related events in support of activities; and assists in other program implementation as required
- Builds and maintains a productive professional working relationship with the following parties: all USG employees (e.g., USAID/Honduras, USAID/Latin America Region, USAID/Washington, U.S. Embassy officials, etc.) and non-USG partners, including mid- (or in the absence of colleagues, possibly high) level Government of Honduras officials and other donor agencies local and national government officials and the general public. Professional working relationships will be important to ensure coordination and harmonization of investments, learn from other development initiatives, solicit ideas from beneficiaries, and explain USAID programming priorities.

B. Developing and implementing processes to improve internal and external office efficiencies - 20%

- Plays a significant role in the identification of office inefficiencies and develops viable solutions to address these inefficiencies.
- Represents the DG Office in Managing for Efficiencies and Effectiveness (MfEE) events and presentations.
- Ensures that the DG Office incorporates and utilizes MfEE concepts and processes, including improving the way that the DG team collaborates and plans/conducts meetings.
- Creates and maintains systems for tracking events and tasks for the DG Office.

C. Supporting, managing, and monitoring a system for logistics support to the DG office - 20%

- Provides support to DGO staff in travel arrangements, vouchering, reserving conference rooms, access requests, and undertaking event or other related planning or administrative activities.

D. Developing, planning, implementing, managing, and monitoring Leahy vetting system – 15%

- Develops a highly detailed and professional knowledge of the policies and procedures related to the Leahy vetting required for the representatives of the police, justice, and other Government of Honduras (GOH) personnel proposed for assistance or travel.
- Ensure that all persons requiring vetting receive clearance before assistance occurs or are informed that no clearance has been obtained.
- Develops and maintains professional working relationships with other vetting specialists in the US Mission and remains abreast of any policy or procedural developments.

E. Support to activity managers, AOR/CORs in organization of program document and files - 15%

- Ensure that all filed documentation is well organized, and complete.
- In partnership with activity managers, supports the management of paper and electronic files for all activities/programs in the DG Office.
- Maintains a tracking system for outstanding documentation required for proper file management and organization.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

F. Supervisory Relationship:

The incumbent is directly supervised by the USAID Project Management Specialist (Operations and Management Team Lead) or designee. Will substantially contribute to the Operations and Management Team and DGO team and as such will provide technical input the DG Office Director and Deputy, as well as additional DGO Team and Mission members as needed. Work is reviewed primarily in terms of results achieved upon completion, rather than the detail of work while in progress.

G. Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS:

- Moderate. Occasional yet significant Physically demanding activities, e.g., climbing, working in cramped spaces, lifting of moderately heavy weights, moving patients.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: At least two years of college or university studies in the areas of political science, law, public financial management, public administration, social sciences, or related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: A minimum of five (5) years of progressively responsible experience in office administration, communication, logistics, organization of complex administrative systems, or managing complex processes that require attention to detail, or contributing or assisting towards development activities and programs/projects with local organizations and institutions or with international organizations. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

LANGUAGE PROFICIENCY: Level IV (fluent) in English and Spanish is required **This may be tested.**

JOB KNOWLEDGE: In-depth knowledge of Honduran institutions, practices, and procedures within Honduran institutions. Good knowledge of civic participation, transparency, and anti-corruption is required. Must have a good understanding of, public administration, electoral reform, civil society development and transformation of government strategy. Good knowledge of the political, economic, social, and cultural environment in Honduras.

SKILLS AND ABILITIES: Strong analytical and research skills are required to understand Mission strategies, policies, and regulations in program management. Leadership and initiative will be important in order to best support the management of a less to mid complex program and the contribution to complex program, with minimal supervision, using a team-based approach. Strong interpersonal, management, and excellent communications skills are required. Must have a keen ability to perceive, anticipate, and adapt to changing circumstances, and to understand complex and politically sensitive issues. Tact, diplomacy, and discretion is critical. Computer skills required include Microsoft Word, Excel, Power Point, and Google and web-based applications. **This may be tested.**

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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offerors that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
Exceptional	<ul style="list-style-type: none"> – A comprehensive and thorough application of exceptional merit. – Offeror meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that may exist.
Very Good	<ul style="list-style-type: none"> – An offeror demonstrating a strong grasp of the requirements of the position. – Offeror meets position requirements and presents a low overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that exist.
Satisfactory	<ul style="list-style-type: none"> – An offeror demonstrating a reasonably sound application and a good grasp of the position requirements. – Offeror meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance. – Strengths outweigh weaknesses.
Marginal	<ul style="list-style-type: none"> – The offeror shows a limited understanding of the requirements. – Offeror meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance. – Weaknesses equal or outweigh any strengths that exist.
Unsatisfactory	<ul style="list-style-type: none"> – The offeror does not meet the position requirements. – Presents an unacceptable degree of risk of unsuccessful contract performance. – Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs. – Weaknesses and or deficiencies significantly outweigh any strengths that exist.
Neutral	Not applicable.

Offerors meeting the above required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by offerors and may check references before or after an offeror is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

Offerors must follow these instructions when applying to USAID/Honduras’ vacant positions.

1. Interested offerors are required to complete and submit the following, all included in one single PDF file:
 - a) Cover Letter in English
 - b) A current resume or curriculum vitae in English;
 - c) Any other documentation such as diplomas or proof of the education requirement listed on **Section II** of this solicitation.
 - d) Copy of Honduran ID Card.
2. Offers must be received by the closing date and time specified in **Section I, Item 3**, and submitted to: TEGUCIGALPAHR@usaid.gov
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following: **“USAID Project Management Assistant (DG) - SOL No. 72052224R10015”**.

The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <https://www.usaid.gov/honduras> for additional information on USAID's work and programs.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO, or his/her/their designee, informs the successful Offeror about being selected for a contract award, instructions will be provided about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Completed DS-174 – Employment Application for LE Staff or Family Member form;
2. Copy of the Honduran ID card;
3. Copy of the Driver's License if available;
4. Croquis of the current home address;
5. An original and current "Constancia de Antecedentes Policiales" from the División Policial de Investigaciones (DPI);
6. An original and current "Constancia de Antecedentes Penales" from the Honduran Court System;
7. Copy of Passport if available;
8. Copy of latest Education Degree (as applicable);
9. Two residential bills to verify current home address;
10. Credit Report from EQUIFAX;
11. Security Questionnaire For Locally Engaged Staff (English or Spanish);
12. Passport size photo; and
13. FSN Medical History and Examination form

All offerors for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon an offeror's ability to secure the necessary certifications.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

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

- **Bonuses:** Christmas Bonus, Vacation Bonus, and 14th Month Bonus.
- **Medical, Optical, Dental, and Life Insurance.** The Mission will contribute with a percentage of premiums for employee's life and medical insurance and a percentage of the premiums of the medical insurance for dependents. Percentages will be determined based on the employee's grade and number of dependents as stated under the Local Compensation Plan (LCP).
- **Local Retirement Plan.** The Mission contributes 10% from the employee's Basic Annual Salary and the employee a minimum of 5% of the Basic Annual Salary. Age eligibility requirement to be enrolled in the plan: Minimum entry age: 18; Maximum entry age: 55.

▪ **Annual Leave according to the following:**

Completion of 1 year	112 Hours (14 working days)
Completion of 2 years	120 Hours (15 working days)
Completion of 3 years	136 Hours (17 working days)
Completion of 4 years or more	184 Hours (23 working days)

▪ **1040 hours of Sick Leave per calendar year.**

▪ **Entitlement of American and Local Holidays.**

VII. TAXES

Employees are expected to pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as local taxes. In this context, "in a proper and timely manner" means in a manner which does not, under the circumstances, reflect adversely on the U.S. Government as the employer. If an employee refuses or fails to pay his/her financial obligations, this will constitute valid grounds for separation, without liability for severance or notice on behalf of the U.S. Government.

U.S. Citizens/U.S. Residents under Cooperating Country National Personal Services Contracts (CCN PSC) are subject to U.S. tax withholding (federal income taxes, OASDI, and Medicare). U.S. taxes are deducted in lempira equivalent.

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

USAID regulations and policies governing **CCN 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"**
2. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7221/221037, 7222/231021 Template: Mission Program Funds Resource Category: 1130007, 1210601, 1150957	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](#)) for PSCs with Individuals.
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**.

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 the [Personal Services Contracts Ombudsman](#) webpage for additional information. The PSC Ombudsman may also be contacted via email at: PSCOmbudsman@usaid.gov

6. **FAR Provisions Incorporated by Reference**

[52.204-27](#) - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)

**Suggested Checklist for proper submission of information
and application requirements**

1. Complete Solicitation has been read.
2. Cover Letter in English
3. Curriculum Vitae in English.
4. Proof of diplomas to support the Education Requirement are included.
5. Copy Of Honduran ID Card.
6. Application Package converted in **one single** PDF. format.
7. Naming convention for Application Package in **one single** PDF. file is:
“*First Name, Middle Name, Last Name*”, i.e. “John Allan Doe Smith”.
8. The *Subject Line* on the email reads as follows:
“**USAID Project Management Assistant (DG) - SOL No. 72052224R10015**”.
9. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
10. The full application package must be submitted by **May 9, 2024 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.