



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052023R10008
ISSUANCE DATE: 05/15/2023
CLOSING DATE/TIME: 06/15/2023 11:59 p.m., Guatemala time

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC-TCNPSC - *Local Compensation Plan*), USAID Project Management Specialist (Business Operations), FSN-4005 Series, FSN-10 position

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.

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

Sincerely,

Guadalupe
Ramirez

Digitally signed by
Guadalupe Ramirez
Date: 2023.05.11
14:55:47 -06'00'

Guadalupe Ramirez
Contracting Officer

I. GENERAL INFORMATION**1. SOLICITATION No.:**

72052023R10008

2. ISSUANCE DATE:

05/15/2023

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

06/15/2023 before and/or at 11:59 p.m. Guatemala time.

4. POINT OF CONTACT:

Andrea Gramajo, e-mail at agramajo@usaid.gov

5. POSITION TITLE:

USAID Project Management Specialist (Business Operations), FSN-4005 Series, Grade FSN-10.

6. MARKET VALUE:

Q.288,818.00– Q.447,668.00 equivalent to FSN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:

The period of performance is five (5) years, estimated to start o/a November 2023. *The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their offer may be rescinded.*

8. PLACE OF PERFORMANCE:

Guatemala with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: CCN or TCN.

All CCN-PSC and TCN-PSC interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means and individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.

10. SECURITY LEVEL REQUIRED:

Regional Security Office Background Check.

11. STATEMENT OF DUTIES

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

The USAID Project Management Specialist – (Business Operations) (the “Specialist”) is located within the Health and Education Office and reports to the Office Deputy Director.

The Specialist serves as a subject matter expert on the full range of USAID Health and Education Office program cycle activities including budgeting, planning, design, procurement, data management, and reporting. The Specialist is responsible for leading or performing a wide array of budget actions for the entire Health and Education Office portfolio, including budget planning, development, implementation, and monitoring of complex, multi-million-dollar initiatives, a large portion of which includes President’s Emergency Plan for AIDS Relief (PEPFAR) and the new Central America Service Corps. The Specialist provides senior-level guidance to the Health and Education Office and other Mission colleagues related to all program cycle components of the Health and Education Office portfolio and liaises closely with the PEPFAR team and Latin America and Caribbean (LAC) Bureau in USAID/Washington on central and regional initiatives. The Specialist also plays a primary role in coordinating compliance requirements of the Health and Education Office and other Mission planning, design, procurement, data management, and reporting requirements.

2) *Statement of Duties to be Performed.*

Budget Planning and Direction (40%)

- Serves as subject matter expert in leading the Health and Education Office in the preparation of annual and multi-year office budgets and ensures program budget planning and development is aligned with Mission, Regional, and PEPFAR strategies and cross-cutting priorities.
- Provides extensive advisory services to a wide array of stakeholders including project managers, USAID/Washington staff as well as other USG agencies and implementing partners to ensure annual, multi-million-dollar USAID budgets are aligned with USAID priorities in the host country. This includes capacity building of new and local partners on budget functions.
- Analyzes budget guidance from a variety of sources, and guides Health and Education Office and Mission leadership to ensure adherence.
- Provides the appropriate fiscal data to be used for new and existing projects.
- Advises the Health and Education Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type, and duration.
- Makes recommendations to the Teams regarding appropriate contractual and financial actions.
- Compiles budget information, project obligation materials, and budget scenarios in conjunction with the Financial Management Office (FMO).
- Coordinate closely with USAID/Washington PEPFAR team and LAC Bureau on centrally and regionally-funded initiatives to ensure Health and Education Office budget planning aligns with PEPFAR and Congressionally-directed goals and guidance.

Budget Implementation, Monitoring, and Analysis (30%)

- Ensures health and education program budgets adhere to agency requirements, (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).

- Updates uncommitted balances regularly and provides technical and programmatic recommendations to Health and Education Office management on the use of un-sub-committed balances for new or ongoing activities.
- Tracks obligations, outlays, accruals, and pipeline and ensure their conformity to action plans, budgets, and U.S regulations, as well as PEPFAR guidelines.
- Analyzes existing financial data, including pipelines, disbursements, accruals, and forecasted expenditures to inform the budget formulation process.
- Prepares field support budget requests, in coordination with the Technical Teams.
- Ensures timely allocation and obligation of Fiscal Year program funds in accordance with funding directives.
- Develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions.

Planning, Design, Procurement, Data Management, and Reporting (30%)

- Contributes to the streamlining and improvement of systems to increase operational efficiency. Develops objectives and standards for efficiency and quality for clearing strategic, programmatic, and implementation documentation.
- Serves as Activity Manager overseeing deliverables and level of effort of contractors providing operational support to the Health and Education Office. Prepares scopes of work and works with the contractor to source appropriate talent to fill workforce gaps.
- Provides guidance and coordinates Health and Education Office contributions to a variety of plans and reports, including PEPFAR Regional Operational Plan (ROP), Congressional Budget Justification, Mission Resource Request (MRR), and Performance Plan and Report (PPR).
- Manages planning, development, and implementation of Health and Education Office procurement plans.
- Shepherds Health and Education Office design and procurement-related documentation (e.g., Pre-GLAAS packages) to ensure quality, compliance with Agency and Mission policies, and accuracy. Prepares GLAAS requests.
- Manages relevant data repositories (e.g., Activity Database, Performance Indicator Tracking Tables, Development Information Solution) ensures easy access, develops ready-to-use analytics, and facilitates automation, as appropriate.
- Supports quality and access compliance with development data (e.g., Development Data Library, Freedom of Information Act) requirements.
- Organizes and coordinates Health Portfolio Reviews and assists in preparing the necessary document and presentations for Mission Portfolio Reviews. Helps track and manage follow-up action items from the portfolio reviews.
- Serves as Activity Manager on the operational aspects of all Health and Education activities. Identifies existing and potential program implementation and management problems as evident from tracking efforts and work with respective program managers to resolve problems/take corrective action.
- Serves as a key liaison with the Planning and Program Support Office (PPSO) responding, on behalf of the Health and Education Office, to regular and ad hoc reporting and programmatic requests.
- Serves as the Health and Education Office subject matter expert (SME) for systems such as the Development Information Solution, Development Data Library, GLAAS, and FactsInfo.

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.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

- 3) **SUPERVISORY RELATIONSHIP.** The Specialist reports to the Health and Education Office Deputy Director. The Specialist is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- 4) **SUPERVISORY CONTROLS.** Position is non-supervisory.

12. PHYSICAL DEMANDS: The position does not require undue physical demands.

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

- a) **Education:** A Bachelor's degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health, Education, or related field is required.
- b) **Prior Work Experience:** Minimum three years of progressively responsible work in business analytics, budgeting, and/or operations. At least two years must be related to preparing and/or monitoring development projects. Must have experience working with USG, implementing partners, host country government, and/or another international donor organization.
- c) **Language:** Proficiency Level IV fluency in English and Spanish, both written and spoken, is required.
- d) **Job Knowledge:** Senior-level knowledge of professional accounting principles, theories, practices, procedures, and regulations, including the principles and accepted practices of federal governmental and/or business financial accounting, budgeting, and reporting. Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives. Working knowledge or the ability to acquire knowledge of Federal agency regulations, USAID and PEPFAR policies and procedures, especially as related to budget and financial management. S/he must be familiar with health and education activities in order to accurately price and track activities and commodities.

- e) **Skills and Abilities:** Expert-level skills in financial management and budgeting are required. Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing. Skilled attention to details and ability to ensure accuracy of documents, analyses, and reports. Good interpersonal skills, including ability to communicate effectively both orally and in writing. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

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>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- **Skills and Abilities** **45 Points**
- **Job Knowledge** **25Points**
- **Prior Work Experience** **25Points**
- **Education** **05 Points**

Total Possible Points: 100 points

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Reference checks will be conducted by Human Resources only for the successful candidate(s). If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates who do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the [offer form DS-174](#) (Employment Application for Locally Employed Staff or Family Member), or; for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents:
 - a. A signed cover letter of no more than two pages.
 - b. A Curriculum Vitae or Resume written in English which must contain sufficient and clearly identified information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.
 - i. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year), locations for all field experience must also be detailed. Any experience that does not include dates (monthly/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - ii. Specific duties performed that fully detail the level and complexity of the work.
 - iii. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments. Failure to identify an academic discipline will result in disqualification.
3. A supplemental document with written responses to the Evaluation Factors listed under Section III, that demonstrates how the Offeror's qualifications meet the work requirements.

4. Personal identification, relevant educational certificate (s), work permit or residency permit.
5. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
6. Offers must be submitted ONLY via email to Guatemalavacancies@usaid.gov and the email subject **must** say: **SOL72052023R10008-PMS(BO)**. Be sure to include your name and the solicitation number at the top of each page.
7. 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 or on before the first date of onboarding, or submit an approved reasonable accommodation to the CO. 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 VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. **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.
2. Security Eligibility/Facility access
3. Medical Clearances or Statements
4. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
5. Financial Disclosure, as appropriate

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.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health and life Insurance
 - b. Retirement plan (if applicable)
 - c. Annual and Sick leave

- d. Annual bonuses: Bonus 14 and Christmas Bonus
- e. Annual performance bonus (MBC Reward, as applicable)
- f. Local and American Holidays

in accordance with Mission policy and local labor laws.

2. ALLOWANCES:

- a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

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

USAID regulations and policies governing CCONPSC 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. See AAPD 21-04 EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (OCT 2021) (DEVIATION) (FAR Deviation No. M-OAA-DEV-FAR-22-01c) 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70:

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

**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)

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/>

3. **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:

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: PSC-CCN - Product Service Code: R497 - Accounting Info: 641-MOD-20-HT-00	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

4. 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 No. 21-04 Revision 3**: Executive Order 14042 on ensuring adequate COVID-19 safety protocols for federal awards (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – December 14, 2021
- AAPD No. 21-04: ATTACHMENT 4**

- c. **AAPD No. 21-04: ATTACHMENT 5**
 - d. **AAPD No. 21-04: ATTACHMENT 6**
 - e. **AAPD No. 21-01:** Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021.
 - f. **AAPD No. 20-08:** Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs – December 22, 2020
 - g. **AAPD No. 06-08:** AIDAR, Appendices D and J: Using the optional schedule to incrementally fund contracts – June 23, 2006.
 - h. **AAPD No. 03-11:** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03.
5. **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>
6. **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//basic-page/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

*** END OF SOLICITATION ***