



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052223R10014

ISSUANCE DATE: May 15, 2023

CLOSING DATE/TIME: June 5, 2023 (Midnight Local Time - Tegucigalpa, Honduras)

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

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 **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 will *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 must be directed in writing to TEGUCIGALPAHR@usaid.gov.

Sincerely,

Nathan Olah
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052223R10014

2. ISSUANCE DATE: May 15, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

June 5, 2023 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov

5. POSITION TITLE: Administrative Management Assistant.

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. 491,659.00– L. 835,810.00*.

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 candidate.

8. PLACE OF PERFORMANCE: Tegucigalpa, Honduras. USAID/Honduras, Executive Office.

9. ELIGIBLE OFFERORS: All interested candidates. All applicants must be a citizen of the country, or a non-country citizen lawfully admitted for permanent residence in the cooperating country and must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: CCNPSC standard clearance.

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract:

The USAID Administrative Management Assistant position will primarily serve as a customer service agent directly supporting the USAID Agreement/Contracting Officer's Representatives (AOR/COR) and Implementing Partners (IPs) in administrative/operational matters related to the implementation of USAID assistance programs in Honduras with a particular focus on host government requirements for a number of contracts/agreements which may include but not be limited to accreditations, exonerations, nonexpendable property management, importations and donations of excess property through various US Government programs. In this capacity, the job holder will work closely with the Administrative Management Specialist [Program Business Advisor (PBA)] in providing overall support to the USAID/Honduras Mission in developing, planning, implementing, managing, and monitoring administrative/operational issues related to USAID activities. In conjunction with other EXO staff, s/he will contribute to the Office and Mission actions related to strategy development, communication, program implementation and monitoring, supporting analyses, assessments, evaluations, and the close-out of programs.

The Administrative Management Assistant position is located in the Executive Office (EXO) and directly reports to the Administrative Management Specialist [Program Business Advisor (PBA)] or her/his designee.

2. Statement of Duties to be Performed:

A. Program Management Support (25%)

The Administrative Management Assistant serves as a business professional to USAID projects and programs on a diverse range of operational issues. The job holder adds strategic value by maximizing efficiency and effectiveness of programs while reducing and managing risk through the day-to-day facilitation of USAID assistance. Concrete examples may include, but are not limited to, assisting the issuance of diplomatic privileges for USAID personnel and Implementing Partners, tax exoneration certificates, approval of donations, dispensa-only Certificates for importation and customs clearance for commodities, equipment and vehicles and other documentation as required including modifications or extensions to existing certificates. The job holder shares guidance with CORs/AORs and IPs on the requirements, processing and obtaining of GOH certifications; may liaise when needed with different Host Government offices on tax issues once activity implementation has commenced. Moreover, s/he may facilitate or resolve operational issues that may span from information technology integration, business processes, logistics, to other operational matters such as close out and/or disposition of property.

B. Performance Reporting and Evaluation (25%)

The job holder shall assist in the regular monitoring and evaluation of various Non-Government Organizations (NGOs) that apply to the Denton and the Department of Defense (DoD) Excess Property Programs. S/he ensures all requests under the donation programs are performed in accordance with approved property guidelines and procedures. Additionally, collects information, develops and maintains a report tracking system for the donation programs, accreditations, dispensa certificates, exonerations, vehicle disposal and other documentation as required. Supports the evaluation process and participates on-site visits, as required, to review and monitor the performance of the use of equipment by NGOs related to the donation programs. Maintains regular communication with Soto Cano Air Base authorities to evaluate availability of items which may support current Mission activities. Performs a variety of research, reporting, and analytical duties to provide programmatic and activity management support and follows up on recommendations to ensure effective program support.

C. Contribution to broader Mission Objectives (25%)

Serves as a member to any interdisciplinary Mission team responsible for guiding the development, implementation, monitoring and evaluation of USAID/Honduras assistance, as assigned. Actively participates in interdisciplinary Mission teams and contributes to drafting and finalizing activity-related correspondence and documents, performance reviews, organizes events in support of these activities and assists in other program support as required. Serves as a business consultant to USAID projects and programs on a diverse range of operational issues, adding value to maximize efficiency and effectiveness of programs while reducing and managing risk. Serves as a point of contact on tax-related activities between AORs/CORs, USAID/Honduras, the Government of Honduras (GOH) Ministry of Foreign Affairs, Tax Department, Ministry of Finance, and other GOH entities, as required. Assist the PBA Specialist in coordination of meetings with corresponding GOH authorities to review the status of pending actions related to tax exonerations and provide regular reports on these actions.

D. Official Representation, Interaction, and Association (25%)

Builds and maintains a productive professional working relationship with the following parties: all USG employees at post, the region, and headquarters, as well as implementing partners, non-USG partners (including other donor agencies), local and national GOH officials, and the general public. Professional working relationships will be important to ensure coordination and harmonization of investments, to learn from other development initiatives, to solicit ideas from beneficiaries, and to communicate USAID programming priorities to external audiences. Serves, as needed, as a liaison for the Mission with implementing partners, private sector, and GOH entities. Serves as a facilitator between USAID, CORs/AORs, U.S. Embassy sections and/or private service contractors for the registration, licensing, inspection, purchase, shipping, disposal and sale of vehicles associated with an IP activity. The job holder shall maintain updated records for all actions generated by the IP and maintain an inventory of all vehicles procured by each activity and the Mission. The job holder shall provide support in the programming and disposition of vehicles.

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.

3. Supervisory Relationship:

General supervision received from the Administrative Management Specialist [Program Business Advisor (PBA)] or his/her designee in their absence. However, advice and guidance are provided as required, thus the job holder normally carries out all duties with a high level of independence and is expected to accomplish duties and responsibilities on their own initiative.

4. Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Bachelor's degree in the areas of business administration, international commerce, law, public administration, project management, or a related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: Minimum five (5) years of progressively responsible experience is required in implementing, managing, business administration/logistics, government administration/logistics or closely related field is required. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

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

JOB KNOWLEDGE: Broad knowledge of organizational administration, process re-engineering, operating within a regulatory environment, and customer service.

SKILLS AND ABILITIES: Must be able to identify and frame problems, systematically collect data and perform analysis to arrive at actionable solutions. Develop, manage and maintain stakeholder relationships and communicate clearly and effectively at all levels. Capability to understand complex and detailed policies and procedures concerning Government of Honduras laws. Must be energetic, eager to learn, and a good team player. Strong analytical and research skills are required in order to understand Mission strategies, policies, and regulations in program management. Must have the ability to perceive, anticipate, and adapt to changing circumstances as these arise. Ability to understand complex and detailed policies and procedures concerning Government of Honduras

laws. Computer proficiency skills are required in Microsoft Suite, included but not limited to Microsoft Word, Excel, Power Point, and Google Workspace as well as other web-based applications.

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>.

Candidates 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. - Candidate 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"> - A candidate demonstrating a strong grasp of the requirements of the position. - Candidate 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"> - A candidate demonstrating a reasonably sound application and a good grasp of the position requirements. - Candidate 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 candidate shows a limited understanding of the requirements. - Candidate 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 candidate 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.

Applicants 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 applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

Applicants must follow these instructions when applying to USAID/Honduras' vacant positions.

1. Eligible Offerors are required to complete and submit the following, all included in one single PDF file:
 - a) Cover Letter
 - 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.
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: **“Administrative Management Assistant. – SOL No. 72052223R10014”**.

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 candidates 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 a candidate'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.

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 pays the full premiums for employee’s life and medical insurance and pays 80% of the premiums of the medical insurance for dependents.
- **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.**

VI. 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.

VII. 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: 7219/201037, 7220/211037, 7218/191021, 7220/211021, 7221/221021 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

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

1. Complete Solicitation has been read.
2. Cover Letter
3. Curriculum Vitae in English.
4. Proof of diplomas to support the Education Requirement are included.
5. Application Package converted in **one single** PDF. format.
6. Naming convention for Application Package in **one single** PDF. file is:
“*First Name, Middle Name, Last Name*”, i.e. “John Allan Doe Smith”.
7. The *Subject Line* on the email reads as follows: “**Administrative Management Assistant – SOL No. 72052223R10014**”
8. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
9. The full application package must be submitted by **June 5, 2023 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.