



**USAID**  
DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**HONDURAS**

**SOLICITATION NUMBER:** 72052223R10016

**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 a **USAID Development Program Specialist (Budget & Program Analyst)**

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](mailto:TEGUCIGALPAHR@usaid.gov).

Sincerely,

**Alejandro P. Mora**  
**Supervisory Contracting Officer**

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72052223R10016

**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](mailto:TEGUCIGALPAHR@usaid.gov)

**5. POSITION TITLE:** USAID Development Program Specialist (Budget & Program Analyst)

**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-11** grade, which is equivalent to *L. 911,277.00 – L. 1,549,157.00*.

**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, Program Office (PO).

**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 Specialist serves as a USAID Development Program Specialist (Budget and Program Analyst) in the Program Office (PO) of the USAID/Honduras Mission. S/he helps guide the formulation and overall management of USAID/Honduras' development assistance budget. S/he independently leads and performs a broad range of advisory, analytical, operational, and informational services in connection with USAID/Honduras' development and humanitarian assistance program in addition to Washington-managed resources. As a subject matter expert within the Mission, the Budget and Program Analyst provides guidance and highly technical advice to all offices on the full range of USAID programs and development assistance strategies, policies, and budgeting processes, and furnishes official information to USAID/Washington, the USAID/Honduras Front Office (FO), U.S. Embassy, the Government Honduras (GOH), and other donors on USAID/Honduras policies, development objectives, programs, activities, and resources.

S/he oversees all the program budget and operations functions of the PO, including annual program planning as it relates to funding and budget documents. S/he manages the Mission's annual Operating Year Budget (OYB), including providing expert advice on the requesting, allocation, and distribution of funds for the Mission's program objectives for all sectors of USAID's assistance portfolio. S/he interprets the programmatic impact of U.S. Government (USG) appropriation legislation and programming and policy directives established by USAID/Washington. S/he monitors the obligation, commitment of, and accrual against, all program funds. S/he provides expert responses to all program budget and operations-related enquiries from both Mission and USAID/Washington staff. S/he furnishes official, verifiable information of the appropriate format and content for USAID and U.S. Embassy senior management, USG interagency partners, the GOH, and other donor organizations in Honduras, related to the current, historical, and planned U.S. development assistance budget in Honduras. S/he also acts on ad-hoc public enquiries about U.S. assistance to Honduras that are addressed to the U.S. Ambassador, the USAID Mission Director, USAID/Washington bureaus and task forces, and the Honduras Desk Officer, as required and appropriate. Additionally, s/he manages PO's relationship with the Honduran Ministry of Finance and leads the preparation of bilateral agreements, amendments, implementation letters, and other related documents, and tracks the status of funds under those agreements.

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

### **I. Strategy, Program, and Activity Analysis, Planning and Development. (75%)**

According to requirements of the Agency's Automated Directives System (ADS), the Specialist analyzes and monitors program budget resource needs and availability to justify budget requests and reporting requirements consistent with the Foreign Assistance Framework, and the Country Development Cooperation Strategy (CDCS) results framework. S/he serves as the main liaison and resource person with USAID/Washington on all program budget issues, including management and compliance with all budget tables, directives, and instruments as required by the Agency. S/he takes the lead role in budget development for the Mission Resource Request, Operational Plan, and Congressional Budget Justification. The Budget and Program Analyst participates in the Mission's CDCS development and review, especially to outline resources needed to achieve results. In addition, the Specialist:

- a) Consults closely with all levels of the Mission (including the Mission Director, PO Director, Controller and others in senior management, as well as all Development Objective (DO) Teams) on Mission programming priorities; reviews Mission budget formulation and requests; monitors, tracks, and reports on the Mission's budget using Agency platforms, templates, and budget-related and other core-USAID operational systems such as the Development Information Solution (DIS), OPs Master, Phoenix, and GLAAS, as required. The Specialist may also serve as the FACTS Info NextGen Systems Administrator for the Mission.
- b) Analyzes the Mission budget situation and options; identifies creative ways to stretch the Mission's budget resources; develops alternative spreadsheet budget scenarios and recommendations, and advises Mission management on the rationale and advantages and disadvantages of each using knowledge of likely funding availabilities, congressional and Agency budget policies, earmarks and directives, and using knowledge of past expenditure trends, pipelines, mortgages, counterpart contributions and past performance in achieving results.
- c) Tracks USAID/Washington, and regional investments and programming in Honduras to ensure funds for all USAID programming being implemented in Honduras are organized, documented, and reported effectively.
- d) Supports the Mission's technical offices with budget formulation and administration for activity designs and implementation, monitoring and evaluation, and collaborating, learning, and adapting; coordinates and

collaborates with technical office budget staff as needed. Reviews Mission programming and activity documentation to ensure that available budget resources are optimally allocated to achieve strategic results.

- e) The Specialist actively participates in and supports various Mission Quarterly Financial Review (QFR) meetings, providing guidance and input as needed to the Office of Financial Management (OFM) with respect to the Mission's QFRs. In coordination with OFM, s/he guides technical offices to develop and update activity sub-obligation plans on a quarterly basis. Guides and assists technical staff and others to prepare accurate budget change notice requests as needed.
- f) Ensures that sufficient funds are available to implement all approved activities and adequately fund annual work plans. Also, ensures that Mission managers and partners are informed about possible budget windfalls/shortfalls early enough to revise projects and/or annual work plans accordingly.
- g) In collaboration with Senior Mission Management, and in accordance with official guidance and deadlines, prepares the budget sections of the Mission's major program document submissions to USAID/Washington, including:
  - Mission Resource Requests for USAID-administered foreign assistance funding levels.
  - Congressional Budget Justifications.
  - Annual Operational Plans (OPs) for the Mission's Development Assistance and Global Health Program account funding and its budget inputs to the OPs for Central American Regional Security Initiative (CARSI) Economic Support Funds.
  - Annual OYB, including updates to the Mission's OYB as needed during the fiscal year. Draft the Mission's Congressional Notifications and Country/Bureau Notifications (CNs and CBNs) in collaboration with the PO Director, technical offices, and Regional Legal Officer (RLO). Provide oversight of the review process in the Mission and track the approval/expiration status of CNs in Washington.
  - Annual Report submission: Budget tables showing fiscal year budget levels for the following two fiscal years including obligations and expenditures as part of annual reporting processes.
  - Emergency funding requests in consultation with DO teams, PO Director, and Front Office.
- h) Maintains contact with USAID/Washington budget experts to stay informed of any events or decisions that may have an impact on budget allocations to Honduras. With minimal supervision, s/he proactively leads the response to ad hoc budget taskers from USAID/Washington, requesting information as needed from other Mission offices as well as compiling and submitting the final responses. S/he processes Global Field Support transfers in support of technical offices.
- i) Oversees and manages the Mission's cross-cutting Program Development and Learning (PD&L) resources. S/he advises on the planning and allocation of the Mission's PD&L funds, ensuring that annual budget requests accurately reflect the Mission's needs. S/he manages the PD&L pipeline on behalf of the Mission and completes budget change notices when required for program funds. S/he provides assistance as needed to the PO's Monitoring, Evaluation and Learning (MEL) Specialist to plan, execute and track the spending of PD&L resources for the Mission-wide MEL platform and ad hoc evaluations and assessments.

## **II. Ministry of Finance Liaison, Lead on Bilateral Development Objective Assistance Agreements (DOAG) and Pre-Obligation Requirements. (25%)**

- a) The Budget and Program Analyst is the Mission's Liaison with the GOH's Ministry of Finance (MOF) including on negotiation and concurrence/clearance/signing of DOAGs and DOAG amendments with input from the PO Director and RLO. S/he must maintain regular and productive communication and contact with

GOH officials in the MOF. S/he also leads the Mission's responses and reporting on requests for budgetary information from the MOF and other international donors as needed. The Specialist prepares responses to requests from the GOH, U.S. public, and other donor agencies for information regarding USG financial assistance in Honduras. In keeping with increased whole-of-government planning and reporting processes, the Specialist will help collect and track budget data regarding interagency efforts, including health and humanitarian assistance. Before proceeding with new funding obligations, the Specialist ensures that all pre-obligation requirements are met.

- b) In close coordination with the PO Director, RLO and OFM s/he takes the lead in drafting new DOAGs and DOAG amendments in both English and Spanish. In doing so, s/he analyzes and monitors program budget resource needs and availability at the strategic level by DOs in the CDCS, including Host Country Contribution amounts. The Specialist communicates closely with MOF counterparts to ensure that DOAGs and DOAG amendments are signed by the GOH to ensure timely obligation of program funds.
- c) Each fiscal year, the Specialist works to track and follow-up on the approval status of pre-obligation documents including the Country and Activity Checklists, Risk-based Assessment and Country Notifications. Once approved, s/he ensures these documents, and their approval dates, are available to Mission staff.
- d) Ensures that Agency policy governing the DOAG formulation, programming and accountability requirements associated with host country contributions is followed in close coordination with technical offices and OFM, and that host country contributions are integrated with external resources (for instance, Development Assistance funds) to help achieve specific program, activity, and policy objectives.
- e) Provides recommendations to Mission management on timely and adequate implementation of DOAG amendments and communicates each incremental funding amendment to the MOF. Prepares analyses of and provides information and advice to Mission Management on options for the programming, implementation, and monitoring of DOAG funding and implementation progress.
- f) Helps resolve specific DOAG issues and administrative problems (often at the technical office team and RLO level). Maintains contact with high-level Honduran MOF authorities (the Vice-Ministerial level, Director and Sub-Director of Public Credit, and Legal Advisor) to facilitate cooperation and resolve both day-to-day and policy problems affecting DOAG execution related activities.
- g) Negotiates with ministerial and executive level Honduran MOF authorities (i.e., the Ministerial level) on the purpose and use of DOAGs, in accordance with Mission priorities, USAID policies, while to the extent possible, incorporating GOH expectations and development priorities.
- h) Serves as PO's lead on government-to-government (G2G) funding and activities. Leads drafting of Implementation Letters (ILs) issued by the Mission, ensuring they contain appropriate conditionality and levels of counterpart funding for Mission's ongoing bilateral activities, and maintains tracking system for the Mission's ILs.
- i) Leads the Mission's quarterly reporting exercise into the GOH's donor coordination platform to ensure accurate and transparent reporting of USAID's resources.

*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:

The USAID Development Program Specialist (Budget & Program Analyst) works under the direct supervision of the Supervisory Program Officer or designee. The Specialist works with considerable independence and is largely responsible for setting his/her own priorities, resolving problems, and planning and executing his/her own work in consultation with the direct supervisor and others, as appropriate. Work is evaluated primarily in terms of the quality and timeliness of products/materials and accomplishments within the broad constraints of established policies and priorities.

### 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 a field such as development assistance, business administration, finance, accounting, public administration, economics, or related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

**PRIOR WORK EXPERIENCE:** From five (5) years of progressively responsible, professional level experience in management and coordination of development assistance programs, or related work for international organization, government, host government, or private sector organizations is required. Experience in strategic and activity planning is also required as well as experience in the analysis and interpretation of complex data and the presentation of findings in oral and written form. Experience in program planning and budgeting, or in an administrative area where emphasis is placed on solid analysis, critical thinking, excellent judgment, and writing, within a team framework is required. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

**LANGUAGE PROFICIENCY:** Level IV in English and Spanish is required. High degree of proficiency in both the written and spoken language, including the ability to translate professional, official documents. **This will be tested.**

**JOB KNOWLEDGE:** Knowledge of the concepts, principles, techniques and practices of strategic and activity planning and financial management is required. Must be able to acquire comprehensive knowledge of USAID program budget policies, procedures, regulations, key systems and platforms, and reports in order to fully perform key job functions, as well as be capable of learning USAID policies and procedures concerning programs and project development functions, including knowledge of ADS and Agency strategies. The Specialist must possess in-depth knowledge of Honduran development prospects, priorities, and resources especially with regard to public sector budgeting, financial management and the design and management of joint Honduran-U.S. Government efforts. A thorough knowledge or potential to acquire such knowledge, of U.S. legislation relating to Development Assistance, Economic Support Funds, Humanitarian Assistance, special supplemental funding appropriations, regulations procedures and documentation is required. The Specialist must also have thorough knowledge, or potential to acquire such knowledge, of Foreign Assistance Act requirements, the Mission's CDCS, and activity portfolio.

**SKILLS AND ABILITIES:** Ability to establish and maintain an extensive range of high-level contacts in the Mission and develop sustainable working relations with senior-level GOH officials as well as with NGO and private sector partners; Ability to represent USAID and the U.S. Government in substantive and sensitive areas such as bilateral obligation and activity planning, compliance with conditions precedent or covenants, and policy dialogue; Ability to take initiative and to work independently; Ability to perform multiple responsibilities simultaneously, rather than just one task at a time plus good time management; Ability to operate efficiently and effectively in a multi-cultural, diverse organization; and to work under pressure within a team environment to meet tight deadlines for high quality products; Ability to analyze complex programs, budget data, and relationships, and to prepare and critique analytical reports; Ability to render advice with objectivity. Effective teamwork/interpersonal skills to create and maintain effective working relations with USAID Staff, GOH officials, and private sector development partners; Strong leadership skills to take initiative and actively energize team colleagues in a results-oriented manner. Ability to provide objective, informed and constructive perspective and advice on multi-sectoral issues. Excellent verbal communication skills, tact and diplomacy to convey ideas and carry out results-oriented negotiations, as well as to resolve project/activity implementation issues; and excellent computer skills to carry out a full range of responsibilities and create and manage complex budget documents.

### 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 |  |
|--|--|
| <b>Exceptional</b>                         | <ul style="list-style-type: none"> <li>– A comprehensive and thorough application of exceptional merit.</li> <li>– Candidate meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths significantly outweigh any weaknesses that may exist.</li> </ul>   |
| <b>Very Good</b>                           | <ul style="list-style-type: none"> <li>– A candidate demonstrating a strong grasp of the requirements of the position.</li> <li>– Candidate meets position requirements and presents a low overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths significantly outweigh any weaknesses that exist.</li> </ul>  |
| <b>Satisfactory</b>                        | <ul style="list-style-type: none"> <li>– A candidate demonstrating a reasonably sound application and a good grasp of the position requirements.</li> <li>– Candidate meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths outweigh weaknesses.</li> </ul>  |
| <b>Marginal</b>                            | <ul style="list-style-type: none"> <li>– The candidate shows a limited understanding of the requirements.</li> <li>– Candidate meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance.</li> <li>– Weaknesses equal or outweigh any strengths that exist.</li> </ul>  |
| <b>Unsatisfactory</b>                      | <ul style="list-style-type: none"> <li>– The candidate does not meet the position requirements.</li> <li>– Presents an unacceptable degree of risk of unsuccessful contract performance.</li> <li>– Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government's needs.</li> <li>– Weaknesses and or deficiencies significantly outweigh any strengths that exist.</li> </ul> |
| <b>Neutral</b>                             | 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](mailto:TEGUCIGALPAHR@usaid.gov)
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following:  
**"USAID Development Program Specialist (Budget & Program Analyst) – SOL No. 72052223R10016"**.

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.

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

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#### **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 14<sup>th</sup> 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<br>(A) | SUPPLIES/SERVICES (DESCRIPTION)<br>(B)   | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F)                                     |
|----------------|--|-----------------|-------------|-------------------|---|
| 0001           | <b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>- Award Type: Cost<br>- Product Service Code: <i>R497</i><br>- Accounting Info:<br>Funding Type: OE<br>Appropriation: 72231000<br>Template: Mission OE Funds<br>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](mailto: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:  
**“USAID Development Program Specialist (Budget & Program Analyst) – SOL No. 72052223R10016”**.
8. The application package is sent to the email addresses: [TEGUCIGALPAHR@usaid.gov](mailto: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.